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Part VII Public information

Section 26
Public information
(Programme 23 of the medium-term plan for the period 1998-2001)

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* The present document contains section 26 of the proposed programme budget for the biennium 1998-1999. The complete proposed programme budget will subsequently be issued in final printed form as *Official Records of the General Assembly, Fifty-second Session, Supplement No. 6* (A/52/6/Rev.1).

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Part VII
Public information

Section 26
Public information
(Programme 23 of the medium-term plan for the period 1998-2001)

Overview

26.1 The activities proposed in this section correspond to programme 23, Public information, of the medium-term plan for the period 1998-2001 (A/51/6/Rev.1 and Rev.1/Corr.1) and will be implemented by the Department of Public Information. The mandate for the programme lies in the responsibilities entrusted to the Secretariat by the General Assembly, initially in its resolution 13 (1) of 13 February 1946, and further elaborated in subsequent resolutions of the Assembly on questions relating to information, the most recent being resolution 51/138 of 13 December 1996. As the focal point for public information activities of the United Nations, the Department continues to make concerted efforts to enhance the image of the Organization and to promote an informed understanding of its work among peoples of the world through the implementation of programme activities mandated by the General Assembly, keeping in view the purposes and principles of the Charter and the priority areas defined by the Assembly.

26.2 In the biennium 1996-1997, the Department continued to focus on the dissemination of information through electronic networks and databases. The Department has successfully led the Organization's efforts to harness the use of new communication technologies such as the Internet, by launching the United Nations Home Page on the World Wide Web. Furthermore, to respond to the surge in media and public interest in the work of the Organization, the Department developed and implemented information strategies aimed at sharpening its focus on specific United Nations issues, expanding communication links with the various commissions, specialized agencies, funds and programmes of the United Nations system and forming new partnerships with the media, non-governmental organizations, educational institutions and businesses to ensure a multiplier effect of its information outreach programmes. An example of the latter was the organization by the Department in November 1996 of the first United Nations World TV Forum, in collaboration with the Government of Italy and Radio e Televisione Italiana.

26.3 The priority for the Department's 1998-1999 work programme will be substantially to consolidate and expand its worldwide outreach to its core audiences, in particular those who shape policy and opinion, including the influential new media groups that are having an increasingly crucial impact in every part of the world. As the Organization approaches the new millennium, the Department intends to continue to take every advantage presented by the new information and communication technologies to develop and implement comprehensive and coherent information strategies that showcase the United Nations as an effective organization capable of dealing with issues of concern to the peoples of the world. The implementation of this programme will require both close cooperation with members of the United Nations system, Member States, media and non-governmental organizations, educational institutions and the business community, as well as the effective deployment of available staff and resources. The Department will design an effective outreach programme that utilizes various channels of both modern communication technologies and traditional media to communicate the message of the United Nations more clearly and persuasively to all targeted audiences.

26.4 The proposed programme budget covers the current departmental structure comprising:

(a) The Office of the Assistant Secretary-General, which provides overall guidance on public information policies and strategies and maintains close contact with permanent representatives of Member States

and observers, including heads of other departments of the Secretariat, offices and specialized agencies of the United Nations system. It also provides secretariat services to the Committee on Information, the Joint United Nations Information Committee and the Publications Board. The Executive Office and Programme Evaluation and Committee Liaison Unit are integral parts of the Office of the Assistant Secretary-General, responsible for providing administrative, financial and personnel support, and programme performance reporting, monitoring and evaluation, respectively;

(b) The Office of the Spokesman for the Secretary-General, in collaboration with the Office of the Assistant Secretary-General, is responsible for managing the Secretary-General's media-related activities and conducting daily briefings for correspondents and members of permanent missions;

(c) The Media Division is responsible for planning and managing the production and distribution of information materials and coverage of meetings and other activities of the United Nations. It maintains audio-visual and photo libraries and provides services to accredited correspondents and broadcasting organizations and undertakes daily, weekly and monthly media analysis for the Secretary-General and senior officials;

(d) The Promotion and Public Services Division is responsible for the development and implementation of thematic information and promotion products, strategies and policies for the promotion of United Nations issues, programmes, special events and activities in cooperation with substantive departments, including developing outreach programmes to non-governmental organizations, United Nations associations and institutions;

(e) The Library and Publications Division includes the Dag Hammarskjöld Library and the Publications Service (subprogrammes 3 and 4) and is responsible for the development of policies on the work programmes of the Dag Hammarskjöld Library, including coordination and cooperation with other United Nations system and depository libraries. It is also responsible for the planning and management of recurrent publications;

(f) The Information Centres Service reports directly to the Assistant Secretary-General in order to provide substantive guidance to the network of information centres;

(g) The Committee on Information oversees the work of the Secretariat and other subprogrammes relating to public information. The Committee on Conferences is responsible for monitoring the policy of the Organization on publications. In accordance with General Assembly resolution 43/222 B of 21 December 1988, it exercises that role over United Nations publications policy with the assistance of the Publications Board, taking into account the views of the Committee on Information and other relevant bodies.

26.5 The budget proposals for the Department of Public Information reflect a net negative growth rate of 1.8 per cent. The overall level of human resources, as indicated in table 26.3, reflects, *inter alia*, the abolition of 28 Professional level posts, 24 General Service posts and 29 posts under other categories, and the redeployment of one P-4 post to section 8 of the regular budget. The overall level of resources also includes reductions in the amount of $9,900 for travel, $287,000 for general operating expenses, $83,500 for hospitality, $261,500 for supplies and materials and $40,000 for grants and contributions. Increases are requested under other staff costs ($469,500), contractual services ($736,800) and furniture and equipment ($659,900).

26.6 The estimated percentage distribution of the total resources of the major programme in 1998-1999 would be as follows:

	Regular budget	*Extra-budgetary*
	(percentage)	
Executive direction and management	3.5	20.2
Programme of work	92.6	79.8
Programme support	3.9	—
Total	**100.0**	**100.0**

26.7 Within the programme of work, the approximate percentage distribution of resources among subprogrammes would be as follows:

	Regular budget	*Extra-budgetary*
	(percentage)	
Subprogramme 1 Promotional services	39.4	38.4
Subprogramme 2 Information services	37.9	—
Subprogramme 3 Library services	15.4	—
Subprogramme 4 Publication services	7.3	61.6
Total	**100.0**	**100.0**

Table 26.1 **Summary of requirements by component**
(Thousands of United States dollars)

(1) *Regular budget*

Component	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
A. Department of Public Information	84 473.3	84 800.8	(332.3)	(0.3)	84 468.5	5 372.0	89 840.5
B. Information Service, Geneva	6 696.7	7 160.2	(496.3)	(6.9)	6 663.9	(117.2)	6 546.7
C. Information Service, Vienna	2 153.3	2 252.5	(425.1)	(18.8)	1 827.4	9.9	1 837.3
D. United Nations information centres	34 214.0	34 634.5	(945.3)	(2.7)	33 689.2	2 915.0	36 604.2
E. Special conferences	1 658.5	442.1	(442.1)	(100.0)	—	—	—
F. Programme support	7 836.6	5 033.8	143.3	2.8	5 177.1	321.8	5 498.9
Total	**137 032.4**	**134 323.9**	**(2 497.8)**	**(1.8)**	**131 826.1**	**8 501.5**	**140 327.6**

(2) *Extrabudgetary resources*

	1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
			(a) Services in support of:	
	—	—	(i) United Nations organizations	—
			(ii) Extrabudgetary activities	
	22.7	—	Support to extrabudgetary substantive activities	—
	—	—	Peacekeeping operations	—
			(b) Substantive activities	
	7 636.9	—	Trust Fund for the Fiftieth Anniversary Celebrations	—
	370.7	153.8	Trust Fund for Economic and Social Information	—
	74.1	—	Trust Fund for Jointly Financed Information Projects	—
	2 526.0	2 872.0	*Development Forum* Trust Fund	3 120.0
	200.8	77.0	Trust Fund for Expanding Public Information Activities in Japan	220.0
	—	24.5	Trust Fund for the Oral History of the United Nations	—
	—	0.1	Trust Fund for the Taejon International Exposition (1993)	—
	158.2	85.0	Trust Fund for the Interest on the Contribution to the United Nations Special Account	—
	5.9	28.2	Trust Fund for International Cooperation and Development	—
	—	1 605.8	Trust Fund for Education and Communication	1 280.0
	607.3	—	Voluntary Fund for the International Year of the Family	—
	1 712.7	901.2	Ad hoc host government contributions	1 725.8
	—	—	(c) Operational projects	—
Total	**13 315.3**	**5 747.6**		**6 345.8**
Total (1) and (2)	**150 347.7**	**140 071.5**		**146 673.4**

Table 26.2 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	98 215.7	99 635.5	(3 682.1)	(3.6)	95 953.4	6 424.1	102 377.5
Other staff costs	6 255.3	3 774.1	469.5	12.4	4 243.6	219.7	4 463.3
Travel	1 242.8	1 205.6	(9.9)	(0.8)	1 195.7	70.2	1 265.9
Contractual services	15 467.7	13 096.9	736.8	5.6	13 833.7	818.4	14 652.1
General operating expenses	8 326.2	9 452.6	(287.0)	(3.0)	9 165.6	546.1	9 711.7
Hospitality	149.3	298.7	(83.5)	(27.9)	215.2	12.4	227.6
Supplies and materials	3 668.8	3 791.5	(261.5)	(6.8)	3 530.0	204.3	3 734.3
Furniture and equipment	3 266.5	2 740.8	659.9	24.0	3 400.7	189.0	3 589.7
Grants and contributions	440.1	328.2	(40.0)	(12.1)	288.2	17.3	305.5
Total	**137 032.4**	**134 323.9**	**(2 497.8)**	**(1.8)**	**131 826.1**	**8 501.5**	**140 327.6**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Object of expenditure*	*1998-1999 estimates*
2 551.1	2 304.0	Posts	2 332.0
25.7	214.7	Other staff costs	336.0
—	—	Consultants and experts	5.0
294.7	97.1	Travel	45.0
7 805.2	215.6	Contractual services	730.0
2 020.1	2 755.3	General operating expenses	2 662.4
112.5	14.1	Supplies and materials	64.0
107.7	58.0	Furniture and equipment	171.4
398.3	88.8	Grants and contributions	—
13 315.3	**5 747.6**		**6 345.8**
150 347.7	**140 071.5**		**146 673.4**

Table 26.3 **Post requirements**

Programme: Public information

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
ASG	1	1	—	—	—	—	1	1
D-2	4	4	—	—	—	—	4	4
D-1	20	20	—	—	—	—	20	20
P-5	46	38	—	—	—	—	46	38
P-4/3	159	144	—	—	2	2	161	146
P-2/1	60	54	—	—	—	—	60	54
Total	**290**	**261**	**—**	**—**	**2**	**2**	**292**	**263**
General Service category								
Principal level	10	9	—	—	—	—	10	9
Other levels	258	235	—	—	10	10	268	245
Total	**268**	**244**	**—**	**—**	**10**	**10**	**278**	**254**
Other categories								
Local level	214	191	—	—	20	15	234	206
Field Service	50	44	—	—	—	—	50	44
Total	**264**	**235**	**—**	**—**	**20**	**15**	**284**	**250**
Grand total	**822**	**740**	**—**	**—**	**32[a]**	**27[b]**	**854**	**767**

[a] Includes 12 posts from the *Development Forum* Trust Fund (1 P-4, 1 P-3 and 10 General Service posts), and 20 Local level posts from ad hoc host government contributions.

[b] Includes 12 posts from the *Development Forum* Trust Fund (1 P-4, 1 P-3 and 10 General Service posts), and 15 Local level posts from ad hoc host government contributions.

A. Programme of work

26.8 The programme of work to be undertaken during the biennium 1998-1999 is presented below with the four subprogrammes: promotional services, information services, library services and publication services. The activities to be implemented under the programme will be implemented by the following organizational units: Office of the Assistant Secretary-General (OASG), Media Division (MD), Promotion and Public Services Division (PPSD), Information Centres Service, Library and Publications Division (LPD), United Nations Information Service at Geneva (UNIS/GVA), United Nations Information Service at Vienna (UNIS/VIE) and United Nations information centres and field offices.

Subprogramme 1
Promotional services

26.9 The subprogramme will be implemented by PPSD, ICS, UNIS/GVA, UNIS/VIE and the United Nations information centres and field offices.

26.10 The major objectives of the subprogramme are to ensure that the United Nations speaks with one voice about the common goals of the Organization; to establish a programme of action to counter misconceptions about the work of the Organization; to develop thematically integrated information strategies and activities and to ensure the timely production of information materials and the launching of activities in order to create an informed public understanding of the work of the United Nations. To that end, the focus of the subprogramme will be on the role of the Organization in furthering economic and social development, democracy and human rights and peace and security, and enhancing the image of the United Nations as an efficient and effective organization capable of meeting the challenges posed in a rapidly changing international environment.

26.11 With those objectives in mind, the subprogramme will utilize traditional media of print, radio, television and video and will take advantage of the fourth medium, that is, electronic communications, including the Internet and the World Wide Web, to promote the work of the Organization. In this regard, PPSD will place emphasis on upgrading its technical capability, in the form of training and equipment, to enable it to keep pace with developments, as well as growing demands for information and the potential for reaching new audiences in the area of electronic communications. To take full advantage of the new medium, print materials produced by the Division will, to the extent possible, also be adapted for posting on the United Nations Home Page on the World Wide Web.

26.12 The Division will make full use of all four media to produce public information materials designed especially for direct public consumption, as well as material geared towards key redisseminators such as the media, educational institutions, government agencies and civil society, including non-governmental organizations (NGOs), the private sector and youth organizations, which the Department of Public Information relies upon as partners in the effort to promote the work of the Organization as widely as possible. Innovative ways to strengthen the dissemination of information to these key redisseminators, including sectors previously untapped, will be pursued in the form of special events, seminars, workshops and other activities focusing on key themes. Services to the public, including guided tours at Headquarters and the Palais des Nations, Geneva, will also continue to be a priority.

26.13 PPSD will work closely with other substantive departments in the Secretariat, as well as specialized agencies and programmes, to define the themes to be highlighted throughout the biennium and to coordinate the public information activities of the Organization with a view to presenting a unified image. To that end, the Division will, for its part, seek to develop further the coordinating mechanism on the public information components of peacekeeping and other field missions, which was established at its initiative with the cooperation of the Departments of Peacekeeping Operations, Political Affairs and Humanitarian Affairs. It will also seek to strengthen the cooperation between the Department of Public Information and the substantive departments in the economic and social fields to ensure the promotion of various priority issues such as sustainable development, ageing, drug abuse, crime control, women and economic development. In the area of human rights, the Division and UNIS/GVA will work closely with the United Nations High Commissioner for Human Rights/Centre for Human Rights. UNIS/GVA will work closely with the secretariat of the Conference on Disarmament.

26.14 The global networks of information centres and the information services in Geneva and Vienna promote an informed understanding of the work and purposes of the Organization. ICS provides these information networks with guidelines for public information strategies; plans their work programme and monitors performance; and allocates the budget and oversees the financial and administrative management of centres. ICS is responsible for the establishment of new information centres in Member States, as mandated, and for liaison with national Governments and Secretariat offices on all matters pertaining to the operation of the centres. It provides ongoing guidance to the centres in their efforts to promote the United Nations message through redisseminators, especially media organizations, NGOs and educational institutions. It also supplies the centres with the latest information on United Nations issues and activities, via traditional and electronic means, provides guidance on all communication issues and develops or upgrades software for its network of overseas offices.

26.15 During the biennium 1998-1999, ICS will continue to explore and implement the most efficient and cost-effective ways of ensuring the maximum level of programme delivery by the United Nations information centres. It will provide the centres with sustained programme support and timely administrative response

and encourage them to cultivate new partnerships and collaborative arrangements with various segments of the local civil society. Computerization and professional training, including briefing sessions by occupational category, will continue to the extent possible within increasingly limited resource allocations.

Activities

26.16 During the biennium the following activities will be undertaken:

(a) *Servicing of intergovernmental/expert bodies*

(i) Substantive servicing of meetings. Information assistance to the annual two-week session of the Committee on Information and to the Special Political and Decolonization Committee of the General Assembly during its consideration of questions relating to information (1998 and 1999) (ICS);

(ii) Parliamentary documentation. Contributions to the reports of the Secretary-General to the annual sessions of the Committee on Information; to the Special Political and Decolonization Committee for its consideration of the agenda item on information; and to subsidiary bodies of the General Assembly and the Economic and Social Council on thematic activities, as mandated by the Assembly (1998 and 1999) (ICS);

(b) *Other substantive activities*

(i) Publications

a. Recurrent publications. Publications of the monthly newsletter *DPI Programme Update* for the network of United Nations information centres (1998 and 1999); annual updated issue of the *UNIC Directory* (1998 and 1999); and updating of the leaflet containing the addresses of United Nations information centres and of the *UNIC Operations Manual* (ICS);

b. Non-recurrent publications. Twice-yearly production of a magazine relating to development issues featuring articles contributed by experts, practitioners and other leaders in development policy (PPSD);

(ii) Exhibits, guided tours, lectures

a. Organizing and coordination of the guided tours programme at Headquarters, Geneva and Vienna (PPSD, UNIS/GVA and UNIS/VIE);

b. Planning and production of a new series of semi-permanent exhibits for the Public Lobby and the visitors' tour route at United Nations Headquarters, as well as the design and installation of temporary exhibits in the Public Lobby and of a new display system for such exhibits (PPSD);

c. Preparation of simple exhibits depicting the work of United Nations information centres for display at the annual sessions of the Committee on Information and of the Special Political and Decolonization Committee and at the annual United Nations inter-agency information fairs held at Headquarters (1998 and 1999) (ICS);

d. Organizing exhibits of United Nations publications or other exhibits on specific United Nations priority themes, either at United Nations information centre premises or other locations (United Nations information centres, UNIS/GVA and UNIS/VIE); and preparation of small exhibits at the Vienna International Centre in observance of United Nations commemorative days, years, anniversaries and other events and to promote the priority issues of development, peacekeeping and human rights, as well as the activities and achievements of the Vienna-based United Nations programmes and units (UNIS/VIE);

e. Augmentation and replacement of exhibits on the United Nations system in general and the work of the Vienna-based United Nations programmes and units, in particular along the guided tour route at the Vienna International Centre (UNIS/VIE);

f. Improvement of the guided tour programme at the Vienna International Centre to increase its accessibility and attractiveness to visitors, including arrangements for sales of United

Nations publications and souvenir items and continuation of a special tour programme for children aged 6 to 12 (UNIS/VIE);

g. Holding lectures and briefings on United Nations issues, often conducted in collaboration with local non-governmental organizations (NGOs) or educational institutions (United Nations information centres, UNIS/GVA and UNIS/VIE); lectures on the United Nations priority themes (peace, development, equality, justice) and ECE: lectures, round tables and seminars on the Commission (UNIS/GVA); and annual briefings for NGOs, UNDP resident coordinators/resident representatives and for various Department of Public Information programmes (ICS);

h. Annual conduct of the Geneva graduate study programme, a three-week seminar for 80 students from around the world (UNIS/GVA);

i. Information seminars for students, NGOs, government officials and journalists (approximately 25 seminars annually) (UNIS/GVA);

j. Distribution of photo material, posters and other visual material to NGOs and educational institutions (UNIS/VIE and UNIS/GVA);

k. Photo coverage of meetings, conferences and events as held at Vienna, as well as visits of the Secretary-General and other high-ranking officials, will be provided (UNIS/VIE);

l. Continuation of public inquiry service to meet oral and written requests for United Nations documents, press releases, publications, information material, posters, film and video programmes and assist academic institutions, libraries, NGOs and other bodies in research and study projects relating to United Nations programmes and activities (UNIS/VIE and UNIS/GVA);

(iii) Booklets, pamphlets, fact sheets, wall charts, information kits

a. Preparation and production of information kits, backgrounders and other print materials on topics relating to peace and security issues, including disarmament and complex emergencies; human rights issues related to the five-year review by the General Assembly of the 1993 World Conference on Human Rights (1998) and a special information kit for use during the International Year of Older Persons (1999) by the media, NGOs, parliamentarians, national ministries and academic institutions; the fiftieth anniversary of the Universal Declaration of Human Rights (1998), the special session of the General Assembly on drug control (1998), for use by the media, NGOs, Governments and schools; on economic development issues, including the International Decade for the Eradication of Poverty, the World Economic and Social Survey and end-of-year update; social development issues, such as youth, disability and crime prevention, including materials in preparation for the Tenth United Nations Congress on the Prevention of Crime and the Treatment of Offenders; sustainable development issues, including the five-year review of the Global Conference on the Sustainable Development of Small Island Developing States, climate change, biodiversity, desertification and fish stocks, aimed primarily at the media and specialized NGOs; issues relating to the work of the United Nations on the question of Palestine; and issues relating to the advancement of women, aimed primarily at the media and specialized NGOs (PPSD);

b. Updating, printing and/or reprinting of booklets: *United Nations Peacekeeping*; *The Story of the United Nations*; *Notes for Students*; *Q&A* game; *The United Nations and the Question of Palestine* and *For the Rights of the Palestinians — The Work of the Committee on the Exercise of the Inalienable Rights of the Palestinian People* (1998, in Arabic, English, French and Spanish) (PPSD);

c. Update and publication of the wall chart on United Nations peacekeeping operations, selected political missions and complex emergencies (1999, in the six official languages) (PPSD);

d. Preparation and production of a year-end package on United Nations peacekeeping and other field operations: Year in Review (1998 and 1999, in English and French) (PPSD);

e. Reprints in popular formats of texts of United Nations human rights instruments; reprints in "passbook" format of the full text of the Universal Declaration of Human Rights; reprints in popular formats of the full texts, with an introductory explanation of United Nations instruments relating to women, social development and sustainable development for distribution to schools, NGOs and the general public; and reprints of *Welcome to the UN*, the *Information Guide for the Public* and the background papers for the Model United Nations Kit (PPSD);

f. Publication of four *United Nations Focus* articles, in cooperation with the Department of Political Affairs, on developments concerning the Non-Self-Governing Territories (in English, French and Spanish) and an annual directory entitled *Non-Governmental Organizations Associated with the Department of Public Information*, which lists Department of Public Information/NGOs alphabetically, by region and by field of specialty (PPSD);

g. Maintenance of an information resource centre for NGOs at Headquarters and an NGO lounge at the Palais des Nations, Geneva (PPSD and UNIS/GVA);

h. Promotion of the sale of United Nations publications by including such information in United Nations information centre newsletters or producing regular bulletins listing new sales publications (United Nations information centres);

(iv) Press releases, press conferences, briefings

a. Production of time-dated materials on current human rights issues for use by the media and specialized NGOs and on economic and social development issues, including issues relating to sustainable development and women, aimed primarily at the media and specialized NGOs (PPSD);

b. Continuation of the media response programme through production and dissemination of authoritative, reader-friendly information materials for dissemination to the media, NGOs and other potential advocates of the work of the United Nations; rapid response through letters to the editor and other direct contact with media practitioners to correct misinformation about the United Nations published in the media; and outreach efforts to identify and assist individuals willing to speak publicly on behalf of the Organization (PPSD);

c. Discretionary, customized electronic distribution of press releases, including the Secretary-General's messages and statements, giving due priority to the most important and time-sensitive materials, to the information's relevance to the recipients concerned and to the most appropriate means of delivery; timely electronic dissemination of major United Nations documents of importance to Governments, media and the general public, customizing the information to the needs of the specific recipients to obtain maximum impact; distribution of selected United Nations information materials on diskette; and provision of research for specific documents upon request from United Nations information centres and other recipients of ICS services (ICS);

d. Organization of weekly briefings for NGOs on issues before the United Nations, including issuance of Department of Public Information/NGO information brochure, annual directory of NGOs associated with the Division, the NGO Operational Manual, a monthly schedule of weekly briefings and summaries of weekly briefings (PPSD); and organization of briefings for NGOs on human rights, disarmament and development issues (UNIS/GVA);

e. Organization of an annual three-day conference for NGOs worldwide on a major United Nations issue and publication of the conference programme, final report (English and French) and executive summary (PPSD);

f. Provision of accreditation for NGOs seeking association with the Department of Public Information (PPSD);

g. Establishment and maintenance, through the Peace and Security Section, PPSD, of a focal point to plan and support the public information components in peacekeeping and other field missions (PPSD);

(v) Special events

a. Organization of a round table for journalists and editors from the international news media on key human rights issues and the role of the United Nations, to be held at Headquarters during 1998 and related to the special session of the General Assembly to review the implementation of the Vienna Programme of Action adopted by the 1993 World Conference on Human Rights, and an international round table for journalists and editors of major media on rights issues relating to economic and social development and the role of the United Nations in development (PPSD);

b. Organization of special outreach activities on substantive issues to strengthen partnerships between the United Nations, the media and civil society groups and other potential advocates of the work of the United Nations (PPSD);

c. Organization of an annual three-day conference for over 1,500 NGOs from around the world on a major issue before the United Nations (PPSD);

d. Organization of an annual two-day orientation course for newly accredited NGO representatives (PPSD);

e. Organization of a biennial two-day workshop for the editors and writers of publications and periodicals from major NGOs (PPSD);

f. Organization of a biennial two-day regional conference for NGOs, in cooperation with regional United Nations information centres and field offices, United Nations associations and major regional NGOs (PPSD);

g. Planning and organizing of Students Day at the United Nations: special events involving school groups (PPSD);

h. Organization of a teachers' seminar: an annual seminar of teachers and advocacy groups on teaching about the United Nations (PPSD);

i. Organization of special events, seminars and promotional activities in cooperation with specialized agencies, programmes and substantive departments as well as outside partners such as NGOs and educational organizations (PPSD);

j. Organization in 1998 of one international encounter for journalists on issues relating to the question of Palestine (PPSD);

k. Organization of two news missions to the Middle East to promote an informed understanding among journalists of issues and developments relating to the question of Palestine (PPSD);

l. Organizing a media encounter or seminar, subject to available supplementary extrabudgetary funding, on peacemaking and peacekeeping efforts, in collaboration with other partners (PPSD);

m. Arranging of special events, such as essay competitions, concerts or other promotional events designed to attract the attention of the media and the public (United Nations information centres);

n. Organizing training workshops for journalists to promote better understanding of United Nations issues or workshops for students preparing for model United Nations conferences (United Nations information centres);

(c) *International cooperation and inter-agency coordination and liaison*

(i) Participation in special events. Meetings held about six to eight times a year with UNDP for policy and programme coordination in the management of "integrated offices" and United

Nations offices (1998 and 1999); coordination, as warranted, with various departments in the Secretariat and with United Nations system partners regarding United Nations information centre assistance to their media campaigns, launching of major annual reports or other public information outreach activities; and programme liaison to follow up a wide range of General Assembly mandates and in connection with the International Year of the Ocean (1998) and the International Year of Older Persons (1999) (ICS);

(ii) Technical cooperation

Group training, including seminars, workshops and fellowships.

i. Planning and organizing an annual six-week training programme for broadcasters and journalists from developing countries at Headquarters (PPSD);

ii. The organization of two internship programmes at Headquarters, one in 1998 and the other one in 1999, for Palestinian journalists and radio and television broadcasters (PPSD);

iii. Organization of group training in the field or at Headquarters to provide comprehensive briefing to newly recruited staff of United Nations information centres, such as national information officers, information assistants, reference assistants and administrative assistants, on policies and programmes in their areas of specialization (ICS);

(iii) Administrative support services. Provides administrative support service to United Nations information centres (ICS).

Subprogramme 2
Information services

26.17 The subprogramme will be implemented by MD, OSSG, the network of United Nations information centres and field offices, UNIS/GVA and UNIS/VIE.

26.18 The major objective of this subprogramme is to meet the increasing needs for information on the activities of the Organization, the Secretary-General and senior officials. Other objectives include the provision of timely and authoritative information by the Spokesman for the Secretary-General to media representatives, the provision of timely and adaptable information materials through the United Nations information centres to meet regional and local needs, the establishment of an international broadcasting system and monitoring of international trends and events as reflected in the media, as well as coverage of the Organization and the Secretary-General by major media networks.

26.19 MD, OSSG, the network of United Nations information centres and field offices, UNIS/GVA and UNIS/VIE will design and implement a multimedia programme of coverage, promotional, communication and dissemination activities on the vision and actions of the United Nations in addressing issues of international concern in a changing world as it approaches the twenty-first century. During the biennium, the subprogramme will focus on developing wider outreach to new constituencies, achieving greater impact through the use of modern communication technologies and a flexible allocation of resources to achieve optimal efficiency. MD will set priorities for programme production and delivery and will develop a feedback mechanism for better evaluation of the outreach, impact and cost-effectiveness of its activities. ICS will set public information strategy policy and the programme of work with a view to ensuring the most efficient and cost-effective programme delivery by the centres.

26.20 Subprogramme activities will provide multilingual coverage and information output through the media of press releases, radio programmes, television, video and photographs on the meetings and actions of the United Nations at Headquarters, at regional and field offices and peacekeeping and humanitarian assistance missions worldwide. Information output and dissemination will also reflect, in professional media formats, priority issues of the Organization and the common system in order to promote universal understanding of these issues and better international cooperation in addressing them.

26.21 Coverage and information output will be produced and distributed, taking into account the specific needs of redisseminators and target audiences. These include national and international media, delegations, NGOs and educational institutions. The subprogramme will devote increasing attention to new actors and potential partners on the international scene such as grass-roots movements, advocacy groups, women's organizations, youth organizations and national and regional audiences of different cultural orientation. Part of the subprogramme activities will also concentrate on keeping the Secretary-General and his senior aides promptly and fully informed of media coverage of the United Nations, national and international trends of interest to the Organization and breaking developments around the world. Providing accreditation and coverage facilities to international media representatives at Headquarters, the Palais des Nations, Geneva, and United Nations conferences away from Headquarters is also one of the important activities of the subprogramme.

26.22 The acquisition and use of modern communication technologies in the implementation of subprogramme activities is designed to enhance outreach, trim cost and, at Headquarters and in the field, maximize impact through achieving better value for the same resources. Foremost among these technologies will be the use of the Internet for the transmission of multimedia output (text, audio, video and photo), the use of resource-saving digital audio and video editing, mixing and production systems, digital graphic technology, digital and direct radio transmission channels and the integration of audio-visual archives for fast electronic dissemination to international audiences. For example, the posting of press releases on the Internet will achieve greater accessibility by users, far beyond the press racks at Headquarters. The introduction of United Nations Radio news and features on the Internet will gradually change the mode of transmission and availability to a fast-growing number of Internet broadcasters and end-users.

26.23 At major United Nations centres and the field level, the focus would be on strengthening the capabilities of the network of United Nations information centres and field offices and the Information Services at Geneva and Vienna, and on delivering quick and comprehensive information by enhancing their access to modern communications technology. Depending on local conditions, some United Nations information centres will develop their own home pages on the WorldWide Web containing United Nations information in local languages and responding to the particular interests of the region. As electronic communication becomes more common around the world, United Nations information centres will increase their redissemination of United Nations information via e-mail. At the same time, they will profit from the continued development of the United Nations Home Page on the WorldWide Web and such facilities as the optical disk system. In addition, the United Nations information centres and field offices and the Information Services at Geneva and Vienna will strengthen the broad range of activities designed to promote a better understanding of the United Nations goals and activities.

Activities

26.24 During the biennium the following activities will be undertaken:

(a) *Other substantive activities*

(i) Booklets, pamphlets, fact sheets, wall charts, information kits:

a. Maintaining distribution patterns for print information materials and ensuring the most efficient, cost-effective and on-demand dissemination of Department of Public Information publications to United Nations information centres, UNDP offices, peacekeeping operations and public electronic networks; and exploring ways of optimizing the distribution of print materials in an environment of diminishing resources (ICS);

b. Producing information material, such as newsletters highlighting topical United Nations issues, booklets, leaflets, information kits and fact sheets. Some are local language versions of Department of Public Information information products, others are original productions by the United Nations information centres (United Nations information centres and field offices, UNIS/GVA and UNIS/VIE);

(ii) Press releases, press conferences

a. Organizing press conferences for the Secretary-General, senior United Nations officials and representatives of Member States or of the United Nations system (OSSG, UNIS/GVA, UNIS/VIE and United Nations information centres and field offices); providing media liaison for the Secretary-General, including arranging interviews and drafting substantive responses to interviews on his behalf; and accompanying the Secretary-General on tours and visits (OSSG);

b. Holding of briefings and interviews for media correspondents and preparation of background information on United Nations priority issues (OSSG, UNIS/GVA, UNIS/VIE and United Nations information centres and field offices); and production of notes on briefings and press conferences summarizing the proceedings on the twice weekly briefings to correspondents of UNIS/GVA and on briefings by senior officials (UNIS/GVA);

c. Provision of liaison and accreditation to local and international media representatives in their coverage of United Nations activities at Headquarters, Geneva and Vienna and major United Nations conferences or meetings held away from Headquarters (MD, UNIS/GVA and UNIS/VIE); and maintaining contact with accredited press, including answering queries and providing information materials (OSSG, UNIS/GVA and UNIS/VIE);

d. Production of press releases, in English and French, on the proceedings of United Nations public meetings worldwide, as well as on activities such as peacekeeping operations, special observances and events, the activities of the Secretary-General and other activities of the United Nations and its specialized agencies (MD); and reissuance of Headquarters press releases for dissemination to media, permanent missions, United Nations system officials and special target audiences (UNIS/GVA, UNIS/VIE and United Nations information centres and field offices). Available at Headquarters, transmitted electronically to United Nations information services and centres around the world and now available to millions of users internationally on the WorldWide Web, press releases are also issued to provide background information in advance of the sessional meetings of United Nations bodies and to provide "round-ups" of the results following the conclusion of such meetings; to summarize selected United Nations reports and publications; and to provide overviews of the activities of United Nations offices away from Headquarters (MD);

e. Press releases, feature stories, backgrounders, fact sheets and other relevant material in German and Hungarian on such subjects as peacekeeping, peacemaking, peace-building; international security and disarmament; the question of Palestine; self-determination and decolonization; human rights; economic and social development; the environment; and women and youth (UNIS/VIE and UNIS/GVA);

f. Press releases, feature stories, backgrounders, fact sheets and other information material, as required, in English, French and German, on United Nations activities in the field of drug abuse control, crime prevention and the peaceful uses of outer space (UNIS/VIE);

g. Press releases in English and French will be issued to cover meetings, observances, special events and other activities of the United Nations at Vienna. The Information Service at Vienna will also cover meetings held abroad, organized by Vienna-based United Nations programmes and units. In addition to press coverage for meetings, the material produced will include backgrounders, round-ups and notes to correspondents. Summary press releases in German and Hungarian on such meetings and events will be produced as required. These releases are intended for use by the media, government officials, permanent missions, United Nations system officials at Vienna, educational and academic institutions and NGOs (UNIS/VIE);

h. Production of press releases on ECE and media reports (UNIS/GVA);

i. Producing and disseminating press releases, fact sheets and other information materials such as booklets, leaflets and information kits, often in local language versions of material

emanating from Headquarters or other main United Nations offices (United Nations information centres and field offices);

j. Production of notes on briefings and press conferences summarizing the proceedings in the daily briefings to correspondents of the Secretary-General's spokespersons and on briefings by senior United Nations officials and press conferences by delegations (MD and UNIS/GVA);

k. Publication of annual compendia of resolutions and decisions adopted by the General Assembly (in English, French and Arabic) and by the Security Council, as well as presidential statements of the Council (in English and French) (MD);

l. Distribution of information material, such as press releases, official United Nations documentation, delegation and United Nations agency press releases, texts of statements and press kits to correspondents accredited to Headquarters, the United Nations Office at Geneva and to United Nations conferences held away from Headquarters (MD and UNIS/GVA);

m. Production of newsletters in local languages highlighting topical United Nations issues (United Nations information centres and field offices);

n. Preparation and transmittal to Headquarters of news summaries of local media coverage of United Nations issues (United Nations information centres and field offices);

o. Production in English and French of press releases on the proceedings of United Nations public meetings held at Geneva, in particular on human rights and disarmament issues. In addition to meetings coverage, the production of press releases also entails the preparation of backgrounders and notes to correspondents. These releases, about 600 each per year, in English and French, are intended for use by the media, including the 250 correspondents accredited at the Palais des Nations, permanent missions, NGOs and United Nations system officials; production of summaries of the twice-weekly press briefings and conferences held at Geneva (around 150); and production in English and French of transcripts of press conferences given by the Secretary-General at Geneva (UNIS/GVA);

p. Information strategies and publicity programmes for the United Nations Office at Geneva and other United Nations offices, in particular the Office of the United Nations High Commissioner for Human Rights/Centre for Human Rights (UNIS/GVA);

q. Information materials such as special features, opinion/editorial articles, summaries, policy papers, backgrounders, media seminars (UNIS/GVA);

r. A weekly newsletter in English and Hungarian will be produced providing news summaries of United Nations activities and forecasts of international meetings and events. The newsletters will also contain major statements and messages from the Secretary-General, notes on new publications and reports and feature stories on United Nations programmes and activities (UNIS/VIE);

s. Production of 15 information kits annually in connection with meetings of the Conference on Disarmament and the Commission on Human Rights and other meetings and special events (UNIS/GVA);

t. Production of print material on ECE issues: a permanently updated information kit, brochures on ECE activities (two or three per year), a quarterly survey on events and publications ("ECE Highlights"), and a bi-annual catalogue of ECE publications (UNIS/GVA);

u. Publication of various booklets and pamphlets in German and Hungarian, including the annual report of the Secretary-General to the General Assembly on the work of the Organization; an Austria-oriented version of "Setting the Record Straight" in German; reprints of a booklet containing the full text of the Universal Declaration of Human Rights and other human rights instruments; and brochures on the United Nations and international

drug control and the United Nations and crime prevention, United Nations in Brief and Basic Facts about the United Nations (UNIS/VIE);

(iii) Electronic, audio and video issuances

a. Radio and Central News Service

i. News-bulletins, interviews and news-magazines. Daily and weekly 5-15 minute coverage of activities provided in Arabic, Bangla, Chinese, English, French, Kiswahili, Portuguese, Russian and Spanish for distribution to broadcasting organizations via telephone, radio circuits and through the pre-recorded United Nations Radio Audio Information System. During the biennium, these programmes will be disseminated on tape, short-wave and sound-files on the Internet, targeting both end-users and broadcasting organizations (MD);

ii. Radio documentaries and regional magazines

— Production of weekly 15-minute features, documentaries and multi-segment regional magazines in Arabic, Bangla, Chinese, Creole, Dutch, English, French, Hindi, Indonesian, Kiswahili, Portuguese, Russian, Spanish, Turkish and Urdu and distribution on audio-cassette or open-reel tapes to radio stations throughout the world for local, national and external broadcasting. Dissemination will gradually include the Internet as the service's users increase in different regions of the world (MD);

— In addition to recurrent coverage activities and current affairs programmes, thematic programme production in feature and documentary formats will focus on the following priorities: peacekeeping and humanitarian assistance; human rights and the fiftieth anniversary of the Universal Declaration of Human Rights (1948-1998); illicit drug trafficking and substance abuse (special session of the General Assembly in 1998); United Nations New Agenda for the Development of Africa; terrorism; environmentally sustainable development (follow-up to the 1997 special session of the General Assembly on the United Nations Conference on Environment and Development); youth and related problems; population and development; human settlements; and International Year of Elderly Persons (1999) (MD);

— Production of a series of programmes in two special thematic categories: women (104 programmes in English and 24 each in Arabic, French and Spanish) and the United Nations on the question of Palestine (in Arabic, English and French) (MD);

— Substantive and managerial support to the United Nations Home Page on the Internet; and introduction and maintenance of United Nations Radio on the Internet (MD);

— Posting of radio news bulletins and other programmes on the United Nations Audio Information System, which is accessed by telephone (MD);

— Publication, in print and electronic format, of the daily highlights and a daily news service to the pool of non-aligned news agencies (MD);

iii. Audio-visual promotion and distribution. Promotion and distribution of 27 radio programmes in 15 languages each week to approximately 2,000 radio broadcasters worldwide; and the promotion, marketing and distribution of video/television documentary programmes, *UN in Action*, *World Chronicle* and *Year in Review*, public service announcements and the Secretary-General's messages to television broadcasters and commercial distributors, 124 United Nations video/film libraries, NGOs, educational institutions and Governments around the world (MD);

b. Video Section

i. Production of *UN In Action* series of television news magazine items and broadcast in more than 100 countries to provide coverage of United Nations and United Nations system activities around the world (138 items for the biennium, in Arabic, English, French, Russian and Spanish). A version of *UN In Action* is broadcast on CNN World Report at least once a week (MD);

ii. Production of *World Chronicle*, a television discussion programme, at times adapted in radio format, which provides a broadcast forum for senior United Nations and United Nations system officials, as well as other relevant personalities, to air the Organization's views on the main subjects on the United Nations system agenda (78 programmes for the biennium) (MD);

iii. Production of two 30-minute feature documentaries to be adapted in Arabic, French and Spanish on *Peacekeeping and Development* and on *Human Rights* (MD);

iv. Production of two 15-minute video reviews of the year for distribution on cassette and satellite to broadcasters worldwide (1998 and 1999, in five languages) (MD);

v. Interdepartmental and external co-productions of ad hoc documentaries, public service announcements, TV spots; and adaptation of Video Section products for use on the Internet site (MD);

c. Television and Audio-visual Production Section

i. Production of television coverage of meetings of the General Assembly and the Security Council and of other meetings and events at Headquarters for distribution to news broadcasting organizations directly or through global redisseminators, as well as for delegations, educational institutions, NGOs and for use in other departmental output and for archival purposes (MD);

ii. Production of photographic materials of appointments of the Secretary-General, United Nations meetings, conferences and other events at and away from Headquarters, as well as United Nations field projects, for distribution to news organizations, publishers, educational institutions, NGOs and delegations, and for use in the production of other departmental output and for archival purposes (MD);

iii. Maintenance of audio-visual materials (audio, film/video and photo) and their corresponding databases and provision of these, including the necessary research, for the production of other departmental outputs, and for use by news organizations, news broadcasting organizations, educational institutions, NGOs and delegations (MD);

iv. Maintenance of the audio and visual UN Home Page and provision of full-text databases and electronic images through the Internet (MD);

v. Maintenance and management of TV and radio studios and facilities to permit the production of television and radio news programmes and features (MD);

vi. Television coverage of special events, meetings and press conferences (150 annually), resulting in the production and dissemination of news reports (120 annually) (UNIS/GVA) via television news agencies, including the European Broadcasting Union, whose six major daily satellite transmissions reach 150 television stations and news agencies throughout the world; Reuters TV, Associated Press TV and Worldwide Television News, the three largest international news syndicators via international broadcasters, including the BBC, ITN (UK-based), CNN (US-based), RFO and Euronews (French-based) and the Middle East Broadcasting Corporation (UK-based), and directly to national broadcasters;

vii. Satellite feedpoint for news stories and live and taped studio interviews (130 annually) (UNIS/GVA);

viii. Co-production of television magazine and documentary programmes in cooperation with other United Nations agencies e.g. UNDP (Azimuth), ITC, UNCTAD, UNHCR, ILO, WHO and WMO (UNIS/GVA);

ix. Production of television magazine programmes, including for the *UN in Action* and CNN World Report television series (three each annually) (UNIS/GVA);

x. Archiving of news coverage for use in news magazine and documentary production at Geneva and at Headquarters (UNIS/GVA);

xi. Distribution of United Nations video productions, in particular the *UN in Action* series, to local television networks, NGOs and educational institutions (UNIS/VIE);

xii. Production of 15-minute video presentations, in German, on the United Nations work in the fields of drug control crime prevention and outer space. Existing footage will be used (UNIS/VIE);

xiii. Footage of television coverage of major United Nations meetings and events will be offered, where appropriate, for direct dissemination to television broadcasters and provided to United Nations Television at Headquarters for inclusion in feature production and for archival purposes (UNIS/VIE);

d. News Distribution Section. Preparation and posting on the Internet of three daily editions of daily press clippings; three political information bulletins per day summarizing the most up-to-date information; compilation of weekly dossiers of analytical press articles on the United Nations and the activities of the Secretary-General and monthly dossiers of articles relating to the Secretary-General; and preparation of comprehensive political analyses of print media coverage of the United Nations. These products are intended to keep the Secretary-General and his senior staff informed of media reaction to the United Nations and its activities (MD);

(iv) Radio broadcast and tapes of news, documentary and features

a. Coverage of special events, meetings and press conferences. On a yearly basis: production of 130 radio news stories and 100 interviews for inclusion in Headquarters radio programmes; and 100 audio cuts to be supplied for Headquarters-produced programmes (UNIS/GVA);

b. Distribution of weekly and monthly radio documentaries, features and magazines to radio stations as well as interested educational institutions and NGOs in Austria and Hungary (UNIS/VIE);

c. Radio news programmes, features, interviews and documentaries focusing on the activities of the Vienna-based United Nations programmes and meetings and conferences held at Vienna and abroad to supplement and complement those produced at Headquarters (UNIS/VIE);

(v) Photo coverage. Photo coverage of special events and meetings at Geneva (50 events annually) and reproduction of photos for United Nations archives at Headquarters and Geneva (UNIS/GVA);

(vi) Technical material for outside user

a. Dissemination of information materials and press releases to members of permanent and observer missions, NGOs and media representatives in hard copy by electronic means, in particular the United Nations Office at Geneva Web Page (UNIS/GVA);

b. ECE Home Page on the Internet (UNIS/GVA);

c. Dissemination of list of media events at the United Nations Office at Geneva through the Internet and hard copy (UNIS/GVA);

d. Information on ECE-related matters (UNIS/GVA);

(vii) Special events

a. Special publicity efforts and information campaigns will aim at promoting greater awareness of and increasing support for United Nations priority programmes. Those efforts will include regular contacts with key public opinion leaders and senior media representatives, government officials, parliamentarians, academic leaders, educational authorities, United Nations associations and other NGOs (UNIS/GVA and UNIS/VIE);

b. Promotion of special observances of United Nations commemorative days, years, anniversaries and other ad hoc events, including the presentation of special United Nations reports and programmes, and the promotion of special international conferences and summit meetings (UNIS/GVA and UNIS/VIE);

(b) *International cooperation and inter-agency coordination and liaison*

Participation in activities of the United Nations systems:

a. Cooperating with United Nations programmes and agencies in connection with their information outreach programmes (United Nations information centres and field offices);

b. Providing an outlet for the dissemination of information from all United Nations programmes and specialized agencies and responding to media inquiries with regard to their activities (United Nations information centres and field offices);

c. Targeting and distributing printed public information materials on selected subjects to NGOs (UNIS/VIE);

d. Organizing briefings for NGOs on issues before the United Nations and main areas of activity of the Vienna-based United Nations programmes and units (UNIS/VIE);

e. Organizing joint educational/information programmes with NGOs and cooperation projects for publishing local language versions of United Nations information material, booklets and video programmes (UNIS/VIE).

Subprogramme 3
Library services

26.25 The subprogramme will be implemented by the Library and Publications Division (LPD) and the network of United Nations information centres and field offices, UNIS/GVA and UNIS/VIE.

26.26 The main objectives of this subprogramme are to provide library services to staff members, delegates, missions, specialized agencies, NGOs and researchers; to ensure the continuous development and management of an accessible archival system of United Nations documents and publications; to facilitate the research needs of its clients; to provide the most useful electronic services possible and to train clients in their use; and to maintain a system of United Nations depository libraries. Library services are implemented by the Dag Hammarskjöld Library in LPD.

26.27 The direction of the Dag Hammarskjöld Library is towards that of a library without walls whose foundation is technological innovations. The Library, recognizing the need of users for remote access to full-text information, would plan to design and implement a virtual library where members of the United Nations community will be able to identify materials in any collection and ask for loan/inter-library loans, and find and download articles in full text from journals. Increasing the provision of on-line information services will assist in achieving that goal.

26.28 The introduction of an integrated library management system is but one of many technological innovation projects designed to meet this demand and to make a quantum leap towards the virtual library of the future. The Internet and its offspring, the interface with the optical disk system and preservation of the archival collection of United Nations documents through imaging are but a few of the many others.

26.29 The Dag Hammarskjöld Library is planning to continue to link its United Nations Bibliographic Information System (UNBIS) to the optical disk system to create a complete United Nations documentation resource for the Organization. Through more innovative use of technology, the UNBIS catalogue will become a much richer tool that will provide a truly interactive resource. The Library plans to catalogue the United Nations system's Internet sites, providing access through UNBIS, and is creating online access to the image files of United Nations maps. The Library will be networking with other United Nations agencies through the Information Systems Coordination Committee in joint projects aimed at making United Nations system information widely available. All of these projects are envisioned to serve not only the Organization, but also to reach out to a worldwide user community of Governments, depository libraries and the public at large.

26.30 As electronic resources multiply, the Dag Hammarskjöld Library will be the gateway to a vast depository of information resources, with librarians performing the functions of navigators to the ocean of electronic and traditional resources.

26.31 The network of United Nations information centres operates United Nations document reference collections containing mainly United Nations parliamentary documents, reports and sales publications in close cooperation with the Dag Hammarskjöld Library. The main objective of these regional and local collections is to promote the unrestricted access to United Nations information by researchers, students, parliamentarians and the general public.

Activities

26.32 During the biennium the following activities will be undertaken:

(a) *Other substantive activities*

(i) Recurrent publications. Documents Index (four issues each, 1998 and 1999); Index to Proceedings of the General Assembly (one issue each, fifty-second and fifty-third sessions); Index to Proceedings of the Security Council (one issue each, 1997 and 1998); Index to Proceedings of the Economic and Social Council (one issue each, 1997 and 1998); and List of Depository Libraries (one issue each, 1998 and 1999) (LPD);

(ii) Monographs. United Nations 1945-1995: a bibliography (one issue, 1998); UNBIS Reference Manual for Bibliographic Description (one issue, 1998); and Quick Users' Guide to UNBIS on Horizon (one issue, 1998) (LPD);

(iii) Electronic publications on the Internet/Intranet. UNBIS — Bibliographic database (Internet) (one each, 1998 and 1999); UNBIS Reference Manual for Bibliographic Description (Internet) (one each, 1998 and 1999); UNBIS Authority File (Internet) (one each, 1998 and 1999); UNBIS Thesaurus (Internet) (1999); UNBIS Series Symbol File (Internet) (1999); Index to Proceedings of the General Assembly, Security Council and Economic and Social Council (Internet) (one each, 1998 and 1999); and United Nations Information Query (ready reference information on the United Nations) (Internet) (one each, 1998 and 1999) (LPD);

(iv) Other technical assistance services

a. Assistance to the network of United Nations information centres and services on research for specific information, documentation, photographs or other information products produced by various substantive offices of the United Nations system, to be used for media and public outreach, including exhibits and special presentation, in the field (ICS);

b. Maintaining a United Nations document reference collection with material from the United Nations and its specialized agencies and providing related services to researchers, students, parliamentarians, government officials and the general public (United Nations information centres and field offices, UNIS/GVA and UNIS/VIE);

c. Inspecting, at the request of the Dag Hammarskjöld Library and when feasible, United Nations depository libraries in the region covered by United Nations information centres, and advising on the management and maintenance of the United Nations collection (United Nations information centres and field offices).

Subprogramme 4
Publication services

26.33 The subprogramme will be implemented by LPD.

26.34 The main objectives of the subprogramme are to provide essential authoritative publications, both recurrent and non-recurrent, that would serve as reference materials and increase the dissemination of information; to enhance outreach by producing a number of publications targeted for general readership by explaining the role and activities of the United Nations; and to implement the above in a timely and cost-effective manner.

26.35 The work of the Publications Service centres around the writing and production of periodicals, books and other publications. The Service also provides design services to the Organization and plans and oversees the production and printing of Secretariat publications.

26.36 The Service's publications are designed to provide authoritative information on the goals and activities of the Organization and to reflect the vital role it plays in meeting compelling contemporary challenges. Despite the proliferation of powerful new media, authoritative publications continue to have long-term impact on opinion and policy; the principal target groups as such are the media, the academic community, NGOs and other public and official institutions.

26.37 With the Service's focus now directed exclusively at publications, a significant reorientation will be carried out through changes in content and presentation. The priority is to make Department of Public Information publications more marketable, more widely available, more cost-effective and more timely. These goals are being met through an extensive training programme for staff at all levels and through:

(a) A more rigorous, demand-driven approach to formulating content and writing style, resulting from closer collaboration with the Sales and Marketing Section and from planned reader surveys. At the same time, publications are being carefully differentiated and profiled in order to promote their marketability and impact in what is an intensely competitive market. More of our publications will be for sale, including the periodical *Africa Recovery*, and the *UN Chronicle* will be published bimonthly, rather than quarterly, in order to make it more timely;

(b) Closer system-wide collaboration with substantive units, which has helped sharpen and given greater authority to each publication's message and content;

(c) A growing use of electronic publishing, which will significantly widen outreach to new audiences and constituencies. It will also help reduce the print runs and therefore the cost of several publications;

(d) The deployment of advanced publications technology, which is replacing antiquated word-processing equipment and providing, at lower cost, speed, flexibility and higher-quality graphic presentation. This will also permit a more streamlined editorial process, enabling different units to utilize the research and writing already done by other parts of the department. Decentralized desk-top publication is also resulting in each unit's becoming more self-sufficient in formatting and production, thereby eliminating bottlenecks associated with central processing units;

(e) Cost-effectiveness is also being pursued through much greater use of the Secretariat's reproduction facilities.

26.38 Another priority of the Service will be enhanced control and streamlining of the complex production process for the Secretariat's publications, a process spanning at least 20 separate units spread across many departments and offices. Steps to strengthen the Service's role in production and coordination of publications include giving the overall responsibility for the area to a more senior manager, by moving the Production and Coordination Unit to the Editorial Section.

Activities

26.39 During the biennium the following activities will be undertaken:

(a) *Other substantive activities*

(i) Published materials

a. Mandated recurrent publications. The *Yearbook of the United Nations* (annual, in English) and the *UN Chronicle* (six issues annually, in English and French); and *Africa Recovery*[1] (quarterly, in English and French) (LPD);

b. Discretionary recurrent publications. *Basic Facts About the United Nations* (biennial, in English, French and Spanish); the *Annual Report of the Secretary-General on the Work of the Organization* (annual, in all six official languages); *Guide to Information at the United Nations* (biennial, in English and French) (LPD);

(ii) Booklets, pamphlets, fact sheets, wall charts, information kits. *Briefing Paper* (formerly *Notes for Speakers*) (annual, in English, French and Spanish); *Charter of the United Nations and Statute of the International Court of Justice* (reprints in six official languages, as required); General Assembly media kit (annually) (LPD);

(iii) Other technical assistance services

a. Oversight and management of the production of all official publications. Working in close cooperation with the Office of Conference and Support Services and all author departments, the Service advises departments on printing costs and options and prepares technical specifications for print materials (LPD);

b. Design services to the Secretariat. Design standards and guidelines are determined, and design, typesetting and camera-ready mechanical and computer-generated art work are prepared, including for logos, promotional materials, posters and publications (LPD).

[1] The activity is implemented by the Department of Public Information, but financial provision is made under section 8.

B. Resource requirements

1. Executive direction and management: Office of the Assistant Secretary-General

Table 26.4 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	3 255.9	3 042.2	898.8	29.5	3 941.0	252.5	4 193.5
Other staff costs	253.3	—	197.6	—	197.6	11.8	209.4
Travel	152.3	57.8	—	—	57.8	3.4	61.2
Contractual services	6.1	19.1	112.6	589.5	131.7	7.9	139.6
Hospitality	14.0	15.1	—	—	15.1	0.9	16.0
Supplies and materials	0.8	—	—	—	—	—	—
Furniture and equipment	—	—	225.0	—	225.0	13.4	238.4
Total	**3 632.4**	**3 134.2**	**1 434.0**	**45.7**	**4 568.2**	**289.9**	**4 858.1**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
		(ii) Extrabudgetary activities	
22.7	—	Support to substantive activities	—
		(b) Substantive activities	
7 636.9	—	Trust Fund for the Fiftieth Anniversary Celebrations	—
—	1 605.8	Trust Fund for Education and Communications	1 280.0
—	0.1	Trust Fund for the Taejon International Exposition (1993)	—
—	—	(c) Operational projects	—
7 659.6	**1 605.9**		**1 280.0**
11 342.0	**4 740.1**		**6 138.1**

Table 26.5 **Post requirements**

Organizational unit: Office of the Assistant Secretary-General

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
ASG	1	1	—	—	—	—	1	1
D-1	1	1	—	—	—	—	1	1
P-5	1	1	—	—	—	—	1	1
P-4/3	5	8	—	—	—	—	5	8
P-2/1	—	1	—	—	—	—	—	1
Total	**8**	**12**	**—**	**—**	**—**	**—**	**8**	**12**
General Service category								
Other levels	12	12	—	—	—	—	12	12
Total	**12**	**12**	**—**	**—**	**—**	**—**	**12**	**12**
Grand total	**20**	**24**	**—**	**—**	**—**	**—**	**20**	**24**

26.40 The Office of the Assistant Secretary-General is responsible for the overall direction of United Nations public information policies and strategies relating to the implementation of the four subprogrammes both at Headquarters and through the network of information centres, services and other information outlets in the field, and for the promotion of coordination and cooperation within the Secretariat and the United Nations system with regard to public information activities. The Assistant Secretary-General chairs press conferences for heads of State and Government visiting Headquarters and represents the Secretary-General in dealing with permanent and observer missions on activities relating to public information, as well as with high-level international media representatives. In addition to the exercise of the above functions, he chairs the United Nations Publications Board and the Exhibits Committee, co-chairs the Joint United Nations Information Committee, serves as a member of the Advisory Panel on Management and Finance and maintains dialogue with the United Nations Correspondents' Association's Executive Committee and its members. The Office is responsible for the administrative, financial and personnel management of the Department, for the preparation of parliamentary documentation on questions relating to information, for the evaluation of the Department's information products and activities and for the provision of secretariat services to the Committee on Information, the United Nations Publications Board and the Joint United Nations Information Committee.

Resource requirements (at current rates)

Posts

26.41 The estimated requirements of $3,941,000 reflect the 24 posts indicated in table 26.5. The proposal includes the inward redeployment of one P-4, two P-3, one P-2/1 and one General Service post from various offices of the Department to strengthen the executive direction and management of the Department as a whole. The abolition of one General Service post is also proposed.

Other staff costs

26.42 The estimated requirement of $197,600 would cover the cost of personal service contracts related to the Internet and electronic publishing in the Department.

Travel

26.43 The estimated requirements of $57,800 are at maintenance level and relate to costs of travel of the Assistant Secretary-General and other staff members of the Office to attend meetings of the Joint United Nations Information Committee, to visit information centres and to represent the United Nations at inter-agency meetings dealing with information issues.

Contractual services

26.44 The estimated requirements of $131,700 reflect growth of $112,600 and relate to the following expenditures: (a) external printing costs ($17,600) for the fourth edition of the *World Media Handbook* (1998); (b) public information production costs ($9,500) for engaging external marketing research organizations and other related contractual services with a view to ensuring that the Department's outputs are responsive to targeted audiences and their identified needs; (c) subscription to news agency services ($9,600); and (d) training costs ($95,000) on information technologies pertaining to the Department's Internet outreach programme.

Hospitality

26.45 A provision of $15,100 is proposed at maintenance level for hospitality requirements, including functions for the Committee on Information, the annual journalists' round table, the training programme for journalists and broadcasters from developing countries and other similar activities.

Furniture and equipment

26.46 The estimated requirements of $225,000 are proposed for the purchase of information technology equipment for the Department's Internet outreach programme.

2. Programme of work

(a) Department of Public Information, Headquarters

(i) Office of the Spokesman for the Secretary-General

Table 26.6 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	2 956.8	1 798.6	52.2	2.9	1 850.8	119.0	1 969.8
Other staff costs	4.7	—	—	—	—	—	—
Travel	54.8	48.3	3.2	6.6	51.5	3.1	54.6
Contractual services	87.4	92.7	(58.6)	(63.2)	34.1	2.1	36.2
General operating expenses	2.0	—	—	—	—	—	—
Hospitality	8.5	29.6	(14.7)	(49.6)	14.9	0.9	15.8
Supplies and materials	17.5	10.1	(0.1)	(0.9)	10.0	0.6	10.6
Total	**3 131.7**	**1 979.3**	**(18.0)**	**(0.9)**	**1 961.3**	**125.7**	**2 087.0**

(2) *Extrabudgetary resources*

	1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
			(a) Services in support of:	
	—	—	(i) United Nations organizations	—
			(ii) Extrabudgetary activities	
	—	—	Peacekeeping operations	—
			(b) Substantive activities	
			Trust Fund for the Interest on the Contribution to the United Nations	
	158.2	85.0	Special Account	—
	—	—	(c) Operational projects	—
Total	**158.2**	**85.0**		**—**
Total (1) and (2)	**3 289.9**	**2 064.3**		**2 087.4**

Table 26.7 **Post requirements**

Organizational unit: Office of the Spokesman for the Secretary-General

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-2	1	1	—	—	—	—	1	1
D-1	1	1	—	—	—	—	1	1
P-4/3	3	3	—	—	—	—	3	3
P-2/1	1	1	—	—	—	—	1	1
Total	**6**	**6**	**—**	**—**	**—**	**—**	**6**	**6**
General Service category								
Principal level	2	2	—	—	—	—	2	2
Other levels	2	2	—	—	—	—	2	2
Total	**4**	**4**	**—**	**—**	**—**	**—**	**4**	**4**
Grand total	**10**	**10**	**—**	**—**	**—**	**—**	**10**	**10**

26.47 The Office of the Spokesman for the Secretary-General provides information support to the Secretary-General and senior Secretariat officials. The services provided by the Office aim at providing authoritative information on the important work being carried out on a daily basis by the Organization. The Spokesman provides daily press briefings for correspondents followed by a briefing for delegations and press officers with a particular focus on the activities of the Secretary-General and the Security Council, including United Nations peacekeeping operations and other political missions. The work performed by the Office of the Spokesman has a direct relevance to the image of the Organization by conveying an accurate and effective picture of the United Nations wide-ranging programmes and activities.

Resource requirements (at current rates)

Posts

26.48 Estimated requirements of $1,850,800 reflect the costs for the proposed staffing table shown in table 26.7. The requirements reflect growth of $52,200, which represents the effect of applying the new standardized vacancy rates.

Travel

26.49 Estimated requirements of $51,500 would provide for the travel of the Spokesman and senior staff to accompany the Secretary-General on his travels and for advance work on his behalf in conjunction with such travel, as well as travel of staff in connection with media outreach missions.

Contractual services

26.50 The provision of $34,100 reflects a reduction of $58,600 and is proposed for subscriptions to news agency services.

Hospitality

26.51 The estimate of $14,900 reflects a reduction of $14,700 and would cover the cost of press luncheons for the Secretary-General and other hospitality expenses of staff in the course of contacts with representatives of the media on behalf of the Secretary-General.

Supplies and materials

26.52 A provision of $10,000 is proposed for miscellaneous supplies and subscriptions to periodicals.

(ii) Media Division

Table 26.8 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	19 798.6	21 249.8	(1 000.3)	(4.7)	20 249.5	1 317.5	21 567.0
Other staff costs	1 488.4	1 933.1	497.3	25.7	2 430.4	145.6	2 576.0
Travel	15.5	13.4	—	—	13.4	0.8	14.2
Contractual services	11 595.0	10 021.7	1 003.3	10.0	11 025.0	659.8	11 684.8
General operating expenses	139.3	160.3	62.1	38.7	222.4	13.3	235.7
Supplies and materials	714.7	872.8	(47.9)	(5.4)	824.9	49.5	874.4
Furniture and equipment	1 030.7	668.2	496.3	74.2	1 164.5	69.9	1 234.4
Total	**34 782.2**	**34 919.3**	**1 010.8**	**2.8**	**35 930.1**	**2 256.4**	**38 186.5**

(2) *Extrabudgetary resources*

	1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
			(a) Services in support of:	
	—	—	(i) United Nations organizations	—
	—	—	(ii) Extrabudgetary activities	—
			(b) Substantive activities	
			Trust Fund for Jointly Financed	
	74.1	—	Information Projects	—
	—	—	(c) Operational projects	—
Total	**74.1**	**—**		**—**
Total (1) and (2)	**34 856.3**	**34 919.3**		**38 1865**

Table 26.9 **Post requirements**

Organizational unit: Media Division

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-2	1	1	—	—	—	—	1	1
D-1	2	2	—	—	—	—	2	2
P-5	5	5	—	—	—	—	5	5
P-4/3	48	43	—	—	—	—	48	43
P-2/1	18	15	—	—	—	—	18	15
Total	**74**	**66**	**—**	**—**	**—**	**—**	**74**	**66**
General Service category								
Principal level	3	3	—	—	—	—	3	3
Other levels	67	63	—	—	—	—	67	63
Total	**70**	**66**	**—**	**—**	**—**	**—**	**70**	**66**
Grand total	**144**	**132**	**—**	**—**	**—**	**—**	**144**	**132**

26.53 The Media Division provides services and information aimed at informing news media and delegations about the proceedings of public United Nations meetings worldwide, peacekeeping operations, special observances and events, the activities of the Secretary-General and other activities of the United Nations and its specialized agencies.

26.54 The outputs provided by the Media Division include press releases, photographic, radio and video coverage and/or feature productions and services. The Division also provides media accreditation and liaison services, as well as the dissemination of audio-visual materials produced by the United Nations or co-produced with external entities.

Resource requirements (at current rates)

Posts

26.55 The estimated requirements of $20,249,500 would provide for the cost of posts indicated in table 26.9. The negative resource growth of $1,000,300 reflects the combined effect of the application of the new standardized vacancy rates, abolition of four P-3, three P-2/1 and four General Service posts no longer

required to carry out the work programme and the redeployment of one P-3 post to the Office of the Assistant Secretary-General.

Other staff costs

26.56 The requirements of $2,430,400 under this heading relate to general temporary assistance. Included in the estimates are provisions for press coverage in the two working languages for the fifty-third and fifty-fourth sessions of the General Assembly. These provisions, hitherto requested under section 1 of the proposed programme budget, are now reflected under this section.

Travel

26.57 The estimated requirements of $13,400 relate to travel by the Director of the Division and his staff to meetings of national and international film, television and photographic organizations.

Contractual services

26.58 A provision of $11,025,000, incorporating growth of $1,003,300 in the light of past expenditure experience, is requested. The components would be as follows:

(a) Public information production costs are estimated at $2,762,500. A provision of $1,977,500 would cover the costs of external laboratory and other specialized services, acquisition of visual materials, conversion of standards and field production costs, including travel costs in connection with radio, film and video production; specialized laboratory services for photo coverage; external services related to digitization of photographic images; and laboratory services for visual libraries. It would also cover the cost of participation in selected film festivals and the marketing and promotion costs of audio-visual products of the Department. Provisions of $95,000 relate to the cost of rental of T-1 lines, Internet services and ad hoc WEB consulting services. Resources estimated at $690,000 would be required for the development of the Department's radio broadcasting capability ($560,000), the digital archives project ($100,000) and the outreach programme to the public in partnership with regional broadcasting organizations ($30,000);

(b) Contractual engineering is estimated at $8,061,400. These provisions relate to technical staff required to operate and maintain the technical facilities for radio and visual productions and services;

(c) Specialized services are estimated at $201,100. This would cover the rental of audio-visual lines to provide news programmes to radio organizations for short-wave and local broadcasts and subscriptions to news agency services.

General operating expenses

26.59 The estimate of $222,400 reflects growth of $62,100 and relates to the maintenance and repair of film, video, photographic and audio equipment.

Supplies and materials

26.60 A provision of $824,900, including a reduction of $47,900, is requested for subscriptions to publications and clippings and the acquisition of professional radio and television reference books and materials, and public information supplies such as film, raw stock, audio and video tapes and cassettes, photographic film, paper and chemicals and other miscellaneous materials required for radio and visual productions.

Furniture and equipment

26.61 A provision of $1,164,500, including growth of $496,300, is requested for the acquisition of equipment and replacement of worn-out or obsolete equipment necessary for maintaining a functional capacity for the production and distribution of radio and visual programmes and services.

(iii) Promotion and Public Services Division

Table 26.10 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	12 669.6	8 257.6	(537.6)	(6.5)	7 720.0	501.4	8 221.4
Other staff costs	209.2	177.9	(75.3)	(42.3)	102.6	6.2	108.8
Travel	171.7	138.8	29.5	21.2	168.3	10.0	178.3
Contractual services	1 199.1	1 019.4	(237.5)	(23.2)	781.9	47.0	828.9
General operating expenses	442.9	24.3	14.7	60.4	39.0	2.2	41.2
Supplies and materials	314.9	60.0	174.9	291.5	234.9	14.2	249.1
Furniture and equipment	12.6	—	13.6	—	13.6	0.8	14.4
Grants and contributions	254.0	272.3	15.9	5.8	288.2	17.3	305.5
Total	**15 274.0**	**9 950.3**	**(601.8)**	**(6.0)**	**9 348.5**	**599.1**	**9 947.6**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
—	—	(ii) Extrabudgetary activities	—
		(b) Substantive activities	
—	24.5	Trust Fund for the Oral History of the United Nations	—
370.7	153.8	Trust Fund for Economic and Social Information	—
5.9	—	Trust Fund for International Cooperation and Development	—
607.3	—	Voluntary Fund for the International Year of the Family	—
—	—	(c) Operational projects	—
983.9	**178.3**		—
16 257.9	**10 128.6**		**9 947.6**

Table 26.11 **Post requirements**

Organizational unit: Promotion and Public Services Division

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-2	1	1	—	—	—	—	1	1
D-1	2	2	—	—	—	—	2	2
P-5	6	5	—	—	—	—	6	5
P-4/3	13	12	—	—	—	—	13	12
P-2/1	8	6	—	—	—	—	8	6
Total	**30**	**26**	**—**	**—**	**—**	**—**	**30**	**26**
General Service category								
Principal level	1	1	—	—	—	—	1	1
Other levels	23	20	—	—	—	—	23	20
Total	**24**	**21**	**—**	**—**	**—**	**—**	**24**	**21**
Grand total	**54**	**47**	**—**	**—**	**—**	**—**	**54**	**47**

26.62 The Promotion and Public Services Division promotes the development and implementation of information strategies on priority issues before the Organization and the planning, production and dissemination of authoritative information materials, including success stories, geared to the needs of the media as well as to other opinion-forming groups, such as NGOs, parliamentarians and educational institutions. It also plans and executes outreach to and feedback from the public, in collaboration with organizations within the United Nations system, United Nations associations and other NGOs. In generating support for the work of the United Nations, the Division promotes institutional relations and performs liaison functions with NGOs.

Resource requirements (at current rates)

Posts

26.63 Estimated requirements of $7,720,000 would provide for the posts indicated in table 26.11. The redeployment of one General Service post to the Information Centres Service is proposed, as is the abolition of one P-5, one P-3, two P-2/1 and two General Service posts no longer required in carrying out the programme of work.

Other staff costs

26.64 The estimate of $102,600 reflects a reduction of $75,300 and relates to personal services contracts required for the research, writing, editing and design of certain information materials produced by the Division, as well as for their adaptation and development for Internet posting.

Travel

26.65 The estimated requirement of $168,300 includes growth of $29,500 and relates to travel of representatives, committee members, participants and staff to meetings and conferences. These estimates include: (a) $90,400 for travel costs of participants to the media encounter/seminar on United Nations peacemaking and peacekeeping, the journalist round table on human rights, the journalist round table on economic and social development and the Department of Public Information/NGO conferences; and (b) $77,900 relating to travel of staff to meetings and conferences of international organizations and media and public relations associations.

Contractual services

26.66 The estimated requirements of $781,900 reflect a reduction of $237,500 and would provide for the following: (a) $87,200 for the cost of external translation and $459,800 for external printing of information materials such as information kits, backgrounders, wall charts and promotional materials produced by the Division; and (b) $234,900 for public information costs in connection with the production of various information materials and exhibits, as well as co-sponsorship of special events, multimedia campaigns and publications.

General operating expenses

26.67 The estimated requirements of $39,000 relate to the lease of a heavy-duty photocopier ($10,100) and miscellaneous services ($28,900) for subscriptions and memberships required for the media response programme and to the substantive work of the Division.

Supplies and materials

26.68 The provision of $234,900 includes an increase of $174,900 in view of past expenditure patterns and relates to public information supplies and paper required for the production of information materials.

Furniture and equipment

26.69 The estimated requirement of $13,600 would provide for the acquisition of equipment and specialized software for the production of digital and on-line exhibits and a high-capacity programmable facsimile machine.

Grants and contributions

26.70 The estimate of $288,200 would cover the cost of travel and stipends for broadcasters and journalists selected for the annual training programme initiated in 1981 pursuant to General Assembly resolution 35/201 of 16 December 1980.

(iv) Information activities on the question of Palestine

Table 26.12 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Other staff costs	8.0	48.5	(27.4)	(56.4)	21.1	1.3	22.4
Travel	324.5	364.4	20.1	5.5	384.5	23.0	407.5
Contractual services	123.5	96.9	0.2	0.2	97.1	5.9	103.0
General operating expenses	38.4	36.7	(0.1)	(0.2)	36.6	2.2	38.8
Supplies and materials	0.8	—	—	—	—	—	—
Total	**495.2**	**546.5**	**(7.2)**	**(1.3)**	**539.3**	**32.4**	**571.7**

26.71 Public information activities relating to the United Nations role in the question of Palestine are undertaken pursuant to General Assembly resolutions, most recently resolution 51/25 of 4 December 1996, requesting the Department of Public Information to disseminate accurate and comprehensive information on the question with a view to heightening awareness of and support for the inalienable rights of the Palestinian people. Since the signing of the Declaration of Principles on Interim Self-Government Arrangements by the Government of the State of Israel and the Palestine Liberation Organization, and at the request of the General Assembly, the Department has added to its activities assistance to the Palestinian people in the field of media development. In the biennium 1998-1999, the Department will continue to pursue and further develop both its promotion campaign of Palestinian rights and its programme of assistance to the Palestinian media, taking into account the positive implications of the Declaration of Principles and the subsequent implementation agreements signed by the two parties.

Resource requirements (at current rates)

Other staff costs

26.72 The estimate of $21,100 relates to the cost of external expertise for the production of public information materials on the United Nations and the question of Palestine and on the rights of Palestinians.

Travel

26.73 The estimated requirements of $384,500 would cover the cost of travel of staff, journalists and participants involved in the international encounter (1998) and to two fact-finding news missions to the Middle East, as well as the travel of participants in two internship programmes.

Contractual services

26.74 A provision of $97,100 is proposed to cover the cost of contractual translation and external printing of information materials on the United Nations and the question of Palestine and on the rights of Palestinians.

General operating expenses

26.75 The estimate of $36,600 would cover the cost of various general operating services, including rental of conference rooms, communication expenses and local transportation for an international encounter and two news missions to the Middle East.

(v) Information Centres Service

Table 26.13 **Summary by object of expenditure**

(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	—	3 503.9	189.5	5.4	3 693.4	237.7	3 931.1
Travel	—	82.4	(16.2)	(19.6)	66.2	4.0	70.2
Contractual services	—	71.8	(19.1)	(26.6)	52.7	3.2	55.9
General operating expenses	—	612.6	(5.0)	(0.8)	607.6	36.4	644.0
Supplies and materials	—	8.9	—	—	8.9	0.5	9.4
Total	**—**	**4 279.6**	**149.2**	**3.4**	**4 428.8**	**281.8**	**4 710.6**

Table 26.14 **Post requirements**

Organizational unit: Information Centres Service

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	1	1	—	—	—	—	1	1
P-4/3	7	6	—	—	—	—	7	6
P-2/1	1	2	—	—	—	—	1	2
Total	**10**	**10**	**—**	**—**	**—**	**—**	**10**	**10**
General Service category								
Other levels	14	15	—	—	—	—	14	15
Total	**14**	**15**	**—**	**—**	**—**	**—**	**14**	**15**
Grand total	**24**	**25**	**—**	**—**	**—**	**—**	**24**	**25**

26.76 With the aim of promoting an informed understanding of the work and purposes of the Organization around the world, the Information Centres Service provides the global network of information centres and services with guidelines for public information strategies and plans the work programme and the budget for the network, basing them on two complementary concepts, promotion and coverage. The Service is responsible for the establishment of new information centres and information components in Member States, as mandated, and for liaison with national Governments on all matters pertaining to the operation of the centres. The Information Centres Service provides tools for information centres in their efforts to promote the United Nations message through redisseminators, especially media organizations, NGOs and educational institutions.

Resource requirements (at current rates)

Posts

26.77 Estimated requirements of $3,693,400 would provide for the cost of posts indicated in table 26.14. The resource growth of $189,500 reflects the combined effect of the application of the new standardized vacancy rates, the outward redeployment of one P-4 post from the Office of the Assistant Secretary-General

and the inward redeployment of two posts (one P-2/1 and one General Service) from the Library and Publications Division to the Information Centres Service.

Travel

26.78 The estimated requirements of $66,200 reflect a reduction of $16,200 and would provide for (a) $56,600 for the travel of a selected group of Directors and National Officers of information centres to a regional meeting in 1998; and (b) $9,600 for travel of staff to United Nations information centres to enhance and strengthen their effectiveness and to undertake discussions with host Governments and representatives of other United Nations field offices.

Contractual services

26.79 The estimate of $52,700 reflects a reduction of $19,100 and relates to the following expenditures: (a) $43,500 for the training, at Headquarters in 1999, of library assistants from selected locations in the use of CD-ROM, the Internet and the optical disk system; and (b) $9,200 for printing the revised edition of the *UNIC Operations Manual* in 1999 and the cost of the *UNIC Directory* and the *DPI Programme Update*.

General operating expenses

26.80 Estimated requirements of $607,600 would continue to provide for the cost of dissemination and delivery of information materials to United Nations information centres.

Supplies and materials

26.81 An estimated $8,900 would be required at maintenance level for public information supplies.

(vi) Library and Publications Division

a. Dag Hammarskjöld Library

Table 26.15 **Summary by object of expenditure**

(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	17 051.2	17 949.0	(1 363.6)	(7.5)	16 585.4	1 080.9	17 666.3
Other staff costs	6.6	—	—	—	—	—	—
Travel	10.3	14.1	16.4	116.3	30.5	1.7	32.2
Contractual services	485.1	499.9	203.1	40.6	703.0	42.0	745.0
General operating expenses	331.5	347.8	(170.5)	(49.0)	177.3	10.5	187.8
Supplies and materials	1 339.5	1 375.8	(426.2)	(30.9)	949.6	57.0	1 006.6
Furniture and equipment	388.9	349.5	39.9	11.4	389.4	23.3	412.7
Total	**19 613.1**	**20 536.1**	**(1 700.9)**	**(8.2)**	**18 835.2**	**1 215.4**	**20 050.6**

(2) *Extrabudgetary resources*

	1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
			(a) Services in support of:	
	—	—	(i) United Nations organizations	—
	—	—	(ii) Extrabudgetary activities	—
			(b) Substantive activities	
	—	—	*Development Forum* Trust Fund	—
	—	28.2	Trust Fund for International Cooperation and Development	—
	—	—	(c) Operational projects	—
Total	**—**	**28.2**		**—**
Total (1) and (2)	**19 613.1**	**20 564.3**		**20 050.6**

Table 26.16 **Post requirements**

Organizational unit: Dag Hammarskjöld Library

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	3	3	—	—	—	—	3	3
P-4/3	35	31	—	—	—	—	35	31
P-2/1	18	17	—	—	—	—	18	17
Total	**57**	**52**	**—**	**—**	**—**	**—**	**57**	**52**
General Service category								
Other levels	75	65	—	—	—	—	75	65
Total	**75**	**65**	**—**	**—**	**—**	**—**	**75**	**65**
Grand total	**132**	**117**	**—**	**—**	**—**	**—**	**132**	**117**

26.82 The library services provide reference, information and research services to delegates, missions of Member States, staff members and researchers and ensure the continuous management of an archival system of United Nations documents and publications. This entails continued automation of the services of the Dag Hammarskjöld Library through available technology and upgrading on a continuous basis, including the implementation of an integrated library management system for all United Nations libraries. The library services are carried out by the Library and Publications Division and the network of United Nations information centres and services.

26.83 The direction of the Dag Hammarskjöld Library is towards that of a library without walls whose foundation is technological innovations, including the development of an Internet site, the introduction of an integrated library management system, the interface with the optical disk system and the preservation of the archival collection of United Nations documents through imaging.

Resource requirements (at current rates)

Posts

26.84 The estimated requirements of $16,585,400 would provide for the proposed staffing table shown in table 26.16. The abolition of two P-3 and eight General Service posts is proposed as the posts are no longer required for implementation of the work programme.

Travel

26.85 An estimate of $30,500 is proposed to cover a fixed number of visits to depository libraries annually, to initiate shared indexing projects in other duty stations, and to attend inter-agency meetings of the Information Systems Coordination Committee.

Contractual services

26.86 The estimated requirements of $703,000 include growth of $203,100 and relate to the following: (a) external binding ($206,100) of the archival collections of United Nations documents; and (b) contractual library services ($496,900), which include provision for access to on-line information services necessary to meet demand for timely access to on-line information resources by the Secretariat and delegations to the United Nations.

General operating expenses

26.87 The estimated requirements of $177,300 include a reduction of $170,500 and relate to the following expenditures: (a) maintenance, LAN support and related services for personal computers and special cartographic computers in the Library ($173,300); and (b) miscellaneous services for map preparation ($4,000).

Supplies and materials

26.88 The estimated requirements of $949,600 include a reduction of $426,200 and relate to the following: (a) office supplies such as stationery and other supplies, including specialized computer supplies ($35,300); (b) internal reproduction supplies ($9,000), which would cover the cost of word-processing supplies and specialized supplies used by the publishing, graphic and cartographic sections of the Library and Publications Division; and (c) library books and supplies ($905,300) attributable to costs for the development of other print and non-print information resources (monographs and serials), acquisition of books and library materials, including periodicals, newspaper subscriptions and materials in microform and CD-ROM formats, as well as inter-library loan services, binding of books and serials.

Furniture and equipment

26.89 A provision of $389,400, including growth of $39,900, is proposed for the acquisition of new equipment and replacement of current equipment for the user service points in the Dag Hammarskjöld Library.

b. Publications Service

Table 26.17 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	6 820.1	8 720.2	(663.7)	(7.6)	8 056.5	523.5	8 580.0
Other staff costs	73.4	42.3	14.0	33.0	56.3	3.3	59.6
Travel	—	—	15.3	—	15.3	0.9	16.2
Contractual services	494.4	542.8	(73.8)	(13.5)	469.0	28.1	497.1
General operating expenses	10.2	97.0	(84.5)	(87.1)	12.5	0.8	13.3
Hospitality	—	—	—	—	—	—	—
Supplies and materials	53.6	32.6	182.1	558.5	214.7	12.8	227.5
Furniture and equipment	43.0	20.6	12.2	59.2	32.8	1.9	34.7
Total	**7 494.7**	**9 455.5**	**(598.4)**	**(6.3)**	**8 857.1**	**571.3**	**9 428.4**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
—	—	(ii) Extrabudgetary activities	—
		(b) Substantive activities	
2 526.0	2 872.0	*Development Forum* Trust Fund	3 120.0
—	—	(c) Operational projects	—
2 526.0	**2 872.0**		**3 120.0**
10 020.7	**12 327.5**		**12 548.4**

Table 26.18 **Post requirements**

Organizational units: Office of the Director of the Library and Publications Division and the Publications Service

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-2	1	1	—	—	—	—	1	1
D-1	1	1	—	—	—	—	1	1
P-5	3	3	—	—	—	—	3	3
P-4/3	19	15	—	—	2	2	21	17
P-2/1	6	6	—	—	—	—	6	6
Total	**30**	**26**	**—**	**—**	**2**	**2**	**32**	**28**
General Service category								
Other levels	29	26	—	—	10	10	39	36
Total	**29**	**26**	**—**	**—**	**10**	**10**	**39**	**36**
Grand total	**59**	**52**	**—**	**—**	**12[a]**	**12[a]**	**71**	**64**

[a] Twelve posts funded from the *Development Forum* Trust Fund (1 P-4, 1 P-3 and 10 General Service posts).

26.90 The resources requested consist of requirements of the Office of the Director of the Library and Publications Division and of the Publications Service.

26.91 The Publications Service, under the guidance of the Director of the Library and Publications Division, is responsible for the publication of the *Yearbook of the United Nations* and the *UN Chronicle*, and provides services to facilitate the external publication and dissemination of United Nations books, studies, documents and reports. Specific publishing functions performed by the Division include the planning and management of the United Nations publications programme and the provision of cartographic and graphic design support.

26.92 The Publications Service will focus on increasing the production of authoritative, high-quality, fact-based publications, aimed at primary disseminators of information and designed to promote the role and the work of the Organization. In addition, through the Publications Board, the Service will focus on efforts to prioritize the Organization-wide publications programme with a view to sharpening the focus of publications and eliminating duplications. Another objective is to promote the role and the work of the Organization through sales of United Nations publications.

Resource requirements (at current rates)

Posts

26.93 The estimated requirements of $8,056,500 would provide for the proposed staffing table shown in table 26.18. The abolition of one P-4 and one P-3 post is proposed in view of reduced needs as a result of improved methods of work.

Other staff costs

26.94 The provision of $56,300 relates to the following expenditures: (a) general temporary assistance in the Publications Service ($16,600) during peak periods and cost of temporary staff required to produce the *UN Chronicle*; and (b) personal services for production coordination functions relating to the research for, writing and editing of various publications implemented by the Library and Publications Division ($39,700).

Travel

26.95 A new provision of $15,300 is proposed for travel related to participation in inter-agency meetings and coordination of activities to respond to the expanding information needs of the United Nations.

Contractual services

26.96 The estimated requirements of $469,000 include a reduction of $73,800 and relate to the following:

(a) External translation ($77,500) of materials, primarily from English into French;

(b) External printing ($241,100) relates to the cost of printing the *UN Chronicle* in English and French ($102,200) and other publications and information materials produced by the Division ($138,900), including the *Yearbook of the United Nations*, *The Annual Report of the Secretary-General on the Work of the Organization*, *Basic Facts about the United Nations* and *Briefing Paper* (formerly *Notes for Speakers*);

(c) Public information production costs ($150,400), which would cover the cost of pre-press production, specialty photocopying, scanning and packaging, and other services required in the production of publications by the Division, including costs for the design and production services provided to the Secretariat.

General operating expenses

26.97 The estimated requirements of $12,500 include a reduction of $84,500 in the light of expenditure experience. The request relates to miscellaneous services for courier services, shipping and freight and other charges.

Supplies and materials

26.98 The estimated requirements of $214,700 include growth of $182,100 and relate to the following: (a) office supplies such as stationery and other supplies, including specialized computer supplies ($7,000); (b) internal reproduction supplies ($175,900), which would cover the cost of paper purchase for internal reproduction and for other print materials, purchase of specialty items such as tint guides and developer chemicals; and (c) operational equipment supplies ($31,800) such as diskettes, printer cartridges, Zip drive cartridges and other such supplies.

Furniture and equipment

26.99 The provision of $32,800 includes growth of $12,200 and is proposed for purchase of Zip drives and the acquisition of specialized computer equipment, including software for the Design Section.

(b) Information Service, Geneva

Table 26.19 **Summary by object of expenditure**

(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	5 959.2	6 217.2	(482.9)	(7.7)	5 734.3	(111.1)	5 623.2
Other staff costs	356.0	423.5	34.7	8.1	458.2	(3.0)	455.2
Travel	45.0	35.7	(24.5)	(68.6)	11.2	(0.1)	11.1
Contractual services	83.5	128.7	(2.1)	(1.6)	126.6	(0.8)	125.8
General operating expenses	27.3	14.5	15.4	106.2	29.9	(0.1)	29.8
Hospitality	2.2	3.0	(0.3)	(10.0)	2.7	(0.1)	2.6
Supplies and materials	77.0	136.8	(40.3)	(29.4)	96.5	(0.7)	95.8
Furniture and equipment	146.5	200.8	3.7	1.8	204.5	(1.3)	203.2
Total	**6 696.7**	**7 160.2**	**(496.3)**	**(96.9)**	**6 663.9**	**(117.2)**	**6 546.7**

Table 26.20 **Post requirements**

Organizational unit: Information Service, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	2	2	—	—	—	—	2	2
P-4/3	7	6	—	—	—	—	7	6
P-2/1	4	3	—	—	—	—	4	3
Total	**14**	**12**	**—**	**—**	**—**	**—**	**14**	**12**
General Service category								
Principal level	3	2	—	—	—	—	3	2
Other levels	14	12	—	—	—	—	14	12
Total	**17**	**14**	**—**	**—**	**—**	**—**	**17**	**14**
Grand total	**31**	**26**	**—**	**—**	**—**	**—**	**31**	**26**

26.100 The United Nations Information Service, Geneva, provides support to the United Nations Office at Geneva. The Service provides information products on major meetings and events of the United Nations organs and agencies based at Geneva, as well as promotional services in support of peace, security and disarmament, human rights and development. The Service performs functions with special responsibilities for Europe, undertaking media and public information assignments for Geneva-based substantive departments, and provides ongoing support and advice to those departments regarding communication with the press and the public throughout the world. The Service provides services for visitors and administers the guided tour programme at the Palais des Nations, for which provision is made under income section 3.

Resource requirements (at current rates)

Posts

26.101 An estimate of $5,734,300 would be required for the proposed staffing table shown in table 26.20. This includes the abolition of one P-2/1 and three General Service posts and the redeployment of one P-4 to United Nations information centres.

Other staff costs

26.102 The estimated requirement of $458,200 would cover the cost of: (a) general temporary assistance for the replacement of staff on maternity leave and sick leave and for additional services during periods of peak workload ($436,800); and (b) overtime and night differential for the retention of clerical and distribution staff and radio and visual technicians beyond established working hours in order to provide public information material to the media ($21,400).

Travel

26.103 The provision of $11,200 includes a reduction of $24,500 and would cover: (a) the cost of travel of the Director for annual briefings at Headquarters; (b) travel of staff to various European countries in particular, Central and Eastern European countries with economies in transition to develop media contacts with publishers and editors; and (c) missions for planning and coordinating between United Nations television and various European television news agencies and broadcasters.

Contractual services

26.104 The estimated requirements of $126,600 relate to:

(a) External printing ($13,200), in connection with the services of an external photographer and the purchase of conference coverage negatives and reproduction of photos for United Nations archives;

(b) Public information production ($16,700), representing the production costs of news and feature programmes and documentaries. This includes travel of staff and external contractors, hiring of personnel for filming, narration, editing, mixing, language adaptation, renting of special equipment, commissioning of original music and purchase of the rights to supplementary footage and music;

(c) Data-processing services ($5,700) for software upgrades of standard and non-standard software such as specialized electronic data-processing utilities for network administration and personal computers maintenance, as well as tutorials and management tools;

(d) News agency services ($91,000) for subscription to the Agence France-Presse, Reuters, Associated Press and Itar-Tass news wire services.

Hospitality

26.105 Provision of $2,700 relates to hospitality extended to media and NGOs, including the annual reception for participants in the Geneva Graduate Study Programme.

General operating expenses

26.106 The estimated requirements of $29,900 relate to: (a) rental of photocopying and office automation equipment ($6,500); (b) maintenance of film equipment ($18,400); and (c) maintenance of office automation equipment ($5,000).

Supplies and materials

26.107 It is estimated that a provision of $96,500, including a reduction of $40,300, will be required for acquisition of stationery and related office supplies ($31,600) and public information supplies ($64,900).

Equipment

26.108 The estimated requirements of $204,500 relate to: (a) acquisition of data-processing equipment ($56,500); and (b) public information equipment ($148,000), which would cover the initial equipping of the television transmission studio with digital equipment, modifications in the master control area, the replacement of an obsolete character generator and the purchase of two digital radio tape recorders and a video projector.

(c) Information Service, Vienna

Table 26.21 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	1 878.8	2 016.0	(369.1)	(18.3)	1 646.9	7.3	1 654.2
Other staff costs	119.0	117.3	(32.4)	(27.6)	84.9	1.2	86.1
Travel	10.7	14.2	(5.1)	(35.9)	9.1	0.1	9.2
Contractual services	79.0	58.1	(23.7)	(40.7)	34.4	0.5	34.9
General operating expenses	—	—	9.8	—	9.8	0.2	10.0
Hospitality	0.4	1.0	(0.1)	(10.0)	0.9	—	0.9
Supplies and materials	38.3	22.3	(3.8)	(17.0)	18.5	0.3	18.8
Furniture and equipment	27.1	23.6	(0.7)	(2.9)	22.9	0.3	23.2
Total	**2 153.3**	**2 252.5**	**(425.1)**	**(18.8)**	**1 827.4**	**9.9**	**1 837.3**

Table 26.22 **Post requirements**

Organizational unit: Information Service, Vienna

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	1	—	—	—	—	—	1	—
P-5	1	1	—	—	—	—	1	1
P-4/3	2	2	—	—	—	—	2	2
P-2/1	1	1	—	—	—	—	1	1
Total	**5**	**4**	**—**	**—**	**—**	**—**	**5**	**4**
General Service category								
Principal level	1	1	—	—	—	—	1	1
Other levels	6	5	—	—	—	—	6	5
Total	**7**	**6**	**—**	**—**	**—**	**—**	**7**	**6**
Grand total	**12**	**10**	**—**	**—**	**—**	**—**	**12**	**10**

26.109 The United Nations Information Service, Vienna, provides public information support and promotion services to the Office of the Director-General of the United Nations Office at Vienna and the United Nations programmes and units located at Vienna, including the United Nations International Drug Control Programme, the Office for Outer Space Affairs, the Crime Prevention and Criminal Justice Division and the International Trade Law Branch. Promotional activities include production of feature stories, background information, press kits, pamphlets, booklets and posters. The United Nations Information Service also maintains liaison with educational institutions and NGOs with a view to soliciting their support in promoting broader public awareness of the programmes carried out by the Vienna-based United Nations units. The Service provides services for visitors and administers the guided tour programme at the Vienna International Centre, for which provision is made under income section 3.

26.110 In addition, the Service serves as the information centre for Austria and Hungary, and also responds to public inquiries from other Central and Eastern European countries as required. In that capacity, it strengthens contact with key public opinion leaders, including government officials, parliamentarians, local media, educational and academic institutions and NGOs in order to promote an informed understanding of the role of the Organization in peacekeeping, peacemaking and post-conflict peace-building and to stimulate public support for the Organization's activities in the political, economic, social and humanitarian fields.

Resource requirements (at current rates)

Posts

26.111 The provision of $1,646,900 would cover the cost of posts indicated in table 26.22. This reflects the redeployment of one D-1 post to United Nations information centres and the proposed abolition of one General Service post.

Other staff costs

26.112 The estimate of $84,900 includes a reduction of $32,400 and would provide for general temporary assistance to cover the costs of hiring temporary replacement of staff on extended sick leave or maternity leave; for additional capacity for English and French press coverage of United Nations meetings at Vienna; and for additional support required during peak periods in connection with promotion campaigns and the coverage of special observances and events, as well as during visits of the Secretary-General.

Travel

26.113 The estimated requirements of $9,100 reflect a reduction of $5,100 and relate to travel of the Director to Hungary and Slovakia for consultations with government officials; and travel of staff within Austria on information dissemination assignments and contacts with NGOs, as well as participation of staff in special United Nations information events and observance ceremonies.

Contractual services

26.114 The estimate of $34,400 would cover the cost of translation ($11,000) and printing ($9,500) of information booklets, pamphlets and brochures in both German and Hungarian; and subscriptions to news agency wire services ($13,900).

General operating expenses

26.115 The provision of $9,800 relates to maintenance costs for data-processing equipment.

Hospitality

26.116 Proposed hospitality expenses are estimated at $900 and relate to official functions in connection with visiting government officials and journalists invited to press conferences on important United Nations issues at the Vienna International Centre.

Supplies and materials

26.117 The estimated requirements of $18,500 relate to stationery and office supplies, and supplies of raw stock materials for photo, television and radio coverage of United Nations conferences and meetings at Vienna.

Furniture and equipment

26.118 A provision of $22,900 is proposed for the replacement of office automation equipment. No acquisition of new equipment is sought for the biennium 1998-1999.

(d) United Nations information centres

Table 26.23 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth* Amount	Percentage	*Total before recosting*	*Recosting*	*1998-1999 estimates*
Posts	25 131.3	23 657.1	(270.9)	(1.1)	23 386.2	2 298.3	25 684.5
Other staff costs	482.4	390.8	(32.3)	(8.2)	358.5	21.4	379.9
Travel	342.3	436.5	(48.6)	(11.1)	387.9	23.3	411.2
Contractual services	484.9	266.3	111.9	42.0	378.2	22.7	400.9
General operating expenses	5 166.9	7 149.8	(316.0)	(4.4)	6 833.8	409.1	7 242.9
Hospitality	124.2	250.0	(68.4)	(27.3)	181.6	10.7	192.3
Supplies and materials	1 042.5	1 116.5	(95.4)	(8.5)	1 021.1	61.1	1 082.2
Furniture and equipment	1 439.5	1 367.5	(225.6)	(16.4)	1 141.9	68.4	1 210.3
Total	**34 214.0**	**34 634.5**	**(945.3)**	**(2.7)**	**33 689.2**	**2 915.0**	**36 604.2**

(2) *Extrabudgetary resources*

	1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
			(a) Services in support of:	
	—	—	(i) United Nations organizations	—
	—	—	(ii) Extrabudgetary activities	—
			(b) Substantive activities	
	200.8	77.0	Trust Fund for Expanding Public Information Activities in Japan	220.0
	1 712.7	901.2	Ad hoc host government contributions	1 725.8
	—	—	(c) Operational projects	—
Total	**1 913.5**	**978.2**		**1 945.8**
Total (1) and (2)	**36 127.5**	**35 612.7**		**38 550.0**

Table 26.24 **Post requirements**

Organizational unit: United Nations information centres

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	8	9	—	—	—	—	8	9
P-5	22	15	—	—	—	—	22	15
P-4/3	18	16	—	—	—	—	18	16
Total	**48**	**40**	**—**	**—**	**—**	**—**	**48**	**40**
Other categories								
Local level	214	191	—	—	20	15	234	206
Field Service	50	44	—	—	—	—	50	44
Total	**264**	**235**	**—**	**—**	**20**	**15**	**284**	**250**
Grand total	**312**	**275**	**—**	**—**	**20[a]**	**15[a]**	**332**	**290**

[a] Posts funded from ad hoc government contributions.

26.119 The United Nations information centres are one of the most important means of disseminating information about the United Nations and its activities to the peoples of the world as their operations cover the whole spectrum of promotional and information services.

26.120 The primary objective of United Nations information centres is to promote an informed understanding of the work and purposes of the United Nations among the peoples in the regions and countries of their operation. That objective is achieved through development of activities on United Nations priority issues, major conferences, special events and observances that are aimed at reaching the widest possible audiences through the media, governmental and NGOs, educational institutions, professional associations and others. The centres maintain close working relations with other United Nations agencies and programmes represented in the country with a view to implementing approved activities through a common strategy. They disseminate information products received from Headquarters, often adapting them to maximize local utilization. They provide regular feedback on their activities and on the effectiveness of public information products received. Centre staff speak to groups and organize lectures at schools, universities, professional and business associations, appear on radio and television programmes and respond to public inquiries on United Nations priority issues.

26.121 Information centres play a vital role in collecting, analysing, summarizing and providing Headquarters with political analysis, media summaries and clippings on developments relating to international peace and security for use by the Secretary-General and senior officials. During visits of the Secretary-General and senior officials, information centres analyse local media coverage. That information allows United Nations officials to gauge the extent of informed understanding and support secured for the work of the United Nations. The Centres provide the Secretary-General and senior officials with media liaison and other assistance.

26.122 The United Nations information centre network strives to maintain adequate regional and linguistic balance in order to ensure the highest possible local presence for United Nations activities, purposes and programmes and to stimulate public awareness about its tasks and responsibilities.

26.123 United Nations information centres are often called upon to carry out a variety of ad hoc tasks for other departments of the Secretariat and United Nations agencies.

26.124 By its resolution 48/209 of 21 December 1993, the General Assembly approved the establishment of nine United Nations field offices, in Armenia, Azerbaijan, Belarus, Eritrea, Georgia, Kazakstan, the Russian Federation, Ukraine and Uzbekistan, with, *inter alia*, the mandate to carry out public information activities. It is not expected that the scope and scale of information activities in the United Nations field offices during 1998-1999 will exceed the current level.

Resource requirements (at current rates)

Posts

26.125 The estimated requirements of $23,386,200 relate to the proposed staffing shown in table 26.24. The proposed staffing table reflects the inward redeployment to United Nations information centres and field offices of one D-1 and one P-3 post. It also includes the proposed abolition of 7 P-5, 2 P-4, 1 P-3, 23 Local level and 6 National Officer posts, as a result of the rationalization of the staffing structure of a number of United Nations information centres.

Other staff costs

26.126 The estimate of $358,500 relates to the following expenditures: (a) $206,200 for general temporary assistance to cover the cost of day and night security/watchmen, cleaners, drivers and messengers; and to cover replacement requirements for staff on mission assignments, extended sick and maternity leave; and (b) $152,300 for overtime for staff in connection with Directors' official engagements, as well as engagements pertaining to visits by the Secretary-General and other senior United Nations officials, and during periods of peak workload.

Travel

26.127 The estimate of $387,900, including a reduction of $48,600, would cover the cost of travel by United Nations information centre Directors and National Officers within the centres' areas of coverage in order to promote to the widest possible extent the aims and purposes of the Organization. This involves giving lectures, attending United Nations observances, media events and meetings of governmental institutions and NGOs, as well as participation in teaching school students on the United Nations.

Contractual services

26.128 An estimated $378,200, including growth of $111,900 in the light of expenditure experience, would cover the cost of translating ($165,400) and producing ($212,800) basic United Nations publications, major reports of the Secretary-General and Department of Public Information texts in local languages.

General operating expenses

26.129 The estimated requirements of $6,833,800 reflect a reduction of $316,000 and relate to:

(a) $3,901,700 for rental and maintenance of premises, including utilities, for those information centres where such services are not provided by the host country;

(b) $640,500 for maintenance of vehicles, electronic data-processing equipment, telex and facsimile machines, photocopiers, air conditioners and other essential items;

(c) $1,923,100 for communications, including postage, telephone, telex, cables and pouch services, required by the information centres for dissemination of information;

(d) $77,800 for maintenance of furniture and office equipment;

(e) $290,700 for miscellaneous services, in particular, freight and related charges.

Hospitality

26.130 The estimated requirements of $181,600 reflect a reduction of $68,400 in the light of expenditure experience and relate to hospitality functions organized by information centres on United Nations Day and for inviting media representatives and other redisseminators to information centre events in order to ensure the widest possible redissemination of information on the work and objectives of the United Nations.

Supplies and materials

26.131 The estimate of $1,021,100 reflects a reduction of $95,400 and is requested to cover the cost of library books and supplies ($42,900); stationery and related office supplies, as well as the purchase of petrol, oil and other lubricants for official vehicles ($918,600); and operational equipment supplies ($59,600).

Furniture and equipment

26.132 Estimated requirements of $498,400 would provide for furniture and fixtures for all United Nations information centres, while a provision of $643,500 is proposed for the replacement and upgrading of computer hardware and software packages ($225,700) and vehicle replacement for United Nations information centres ($417,800).

(e) Special conferences

Table 26.25 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1996-1997 expenditures*	*1998-1999 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Other staff costs	481.3	106.7	(106.7)	(100.0)	—	—	—
Travel	115.7	—	—	—	—	—	—
Contractual services	829.7	279.5	(279.5)	(100.0)	—	—	—
General operating expenses	1.1	—	—	—	—	—	—
Supplies and materials	44.6	—	—	—	—	—	—
Grants and contributions	186.1	55.9	(55.9)	(100.0)	—	—	—
Total	**1 658.5**	**442.1**	**(442.1)**	**(100.0)**	**—**	**—**	**—**

26.133 The negative growth of $442,100 relates to the termination of activities for the United Nations Conference on Human Settlements (Habitat II), held at Istanbul in 1996. No other resource requirements are projected for special conferences in the biennium 1998-1999.

3. Programme support: departmental administration

Table 26.26 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	2 694.2	3 223.9	(134.5)	(4.1)	3 089.4	197.1	3 286.5
Other staff costs	2 773.0	534.0	—	—	534.0	31.9	565.9
General operating expenses	2 166.6	1 009.6	187.1	18.5	1 196.7	71.5	1 268.2
Supplies and materials	24.6	155.7	(4.8)	(3.0)	150.9	9.0	159.9
Furniture and equipment	178.2	110.6	95.5	86.3	206.1	12.3	218.4
Total	**7 836.6**	**5 033.8**	**143.3**	**2.8**	**5 177.1**	**321.8**	**5 498.9**

Table 26.27 **Post requirements**

Programme: Departmental administration

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	2	2	—	—	—	—	2	2
P-4/3	2	2	—	—	—	—	2	2
P-2/1	3	2	—	—	—	—	3	2
Total	**8**	**7**	**—**	**—**	**—**	**—**	**8**	**7**
General Service category								
Other levels	16	15	—	—	—	—	16	15
Total	**16**	**15**	**—**	**—**	**—**	**—**	**16**	**15**
Grand total	**24**	**22**	**—**	**—**	**—**	**—**	**24**	**22**

26.134 The Executive Office is responsible for overseeing and coordinating the planning, administration and management of the Department's human and financial resources to support the implementation of its programme of work.

Resource requirements (at current rates)

Posts

26.135 The estimated requirements of $3,089,400 reflect the costs for the proposed staffing shown in table 26.27. The proposed staffing table includes the redeployment of one P-2/1 post to the Office of the Assistant-Secretary-General and the abolition of one General Service post.

Other staff costs

26.136 The provision of $534,000 at maintenance level relates to the following expenditures: (a) $302,700 for the cost of general temporary assistance to cover replacement of staff on maternity leave and extended sick leave and for meeting the needs of all offices of the Department during periods of peak workload and unforeseen urgencies; (b) $231,300 for overtime and night differential during periods of peak workload, as well as coverage of meetings of the Security Council and the General Assembly.

General operating expenses

26.137 The estimated requirements of $1,196,700 include a proposed growth of $187,100 and relate to the following expenditures:

(a) $155,800 for rental and maintenance of electronic data-processing equipment;

(b) $522,800 for communications such as electronic mail, long-distance telephone and other communication requirements of the Department at Headquarters;

(c) $503,100 for maintenance of photocopying machines, computer terminals, printers and other office automation equipment;

(d) $15,000 for miscellaneous services.

Supplies and materials

26.138 The estimate of $150,900 is requested to cover the cost of office supplies, including supplies for computerized typesetting required in the Department.

Furniture and equipment

26.139 A provision of $206,100, including a growth of $95,500, is proposed for the purchase of new office automation equipment, including desktop publishing equipment, laser printers, software and installation costs.